

**CITY OF BAYPORT  
CITY COUNCIL MEETING  
Council Chambers, 294 North 3<sup>rd</sup> Street  
December 3, 2007**

**REGULAR MEETING**

**6:00 P.M.**

**CALL TO ORDER**

**ROLL CALL** (Mayor Nowaczek and City Councilmembers Carlson, Johnson, Kraftson and Ridgway)

**PROCLAMATIONS, COMMENDATIONS, PETITIONS, AND ANNOUNCEMENTS**

1. November recycling award to Dennis Dickinson
2. Proclamation thanking Carroll "Hap" Jenson for his dedication and service on the Library Board

**OPEN FORUM**

The open forum is a portion of the meeting to address the City Council on subjects that are not a part of the meeting agenda. The City Council may take action or reply at the time of the statement or may give direction to staff regarding investigation of the concerns expressed. *A total of 15 minutes is allotted for the public comment period (not 15 minutes per person).*

1. Corey Mohan
- 2.

**PRESENTATION OF POTENTIAL BUILDING SITE FOR ST. CROIX  
PREPARATORY ACADEMY**

**TAB #**

1

1. Consider revising the joint powers agreement to provide public utilities to Baytown Township
2. Consider authorizing a feasibility study to be completed for public utility extension to the proposed location of St. Croix Preparatory Academy

**CONSENT AGENDA**

**Consider approving a resolution adopting items 1 through 16**

- |  |    |
|--|----|
| 1. November 5, 2007 City Council regular meeting minutes                     | 2  |
| 2. November payables and receipts  | 3  |
| 3. November building, plumbing and mechanical permits                        | 4  |
| 4. Tobacco license renewals for 2008   | 5  |
| 5. Liquor license renewals for 2008  | 6  |
| 6. Certification of past due water bills to 2007 property taxes              | 7  |
| 7. Certification of past due waste collection bills to 2007 property taxes   | 8  |
| 8. Designating January 7, 2008 as the next City Council meeting date         | 9  |
| 9. Middle St. Croix River Watershed Management Organization funding for 2008 | 10 |
| 10. Special event application for Holiday at the Village Green               | 11 |
| 11. Annual adjustment to the city employee salary step schedule              | 12 |
| 12. Sale of the 1986 Fire Department pumper truck                            | 13 |
| 13. Accepting a matching grant from the DNR for the Fire Department          | 14 |

	<u><b>TAB #</b></u>
14. Renewal of employee dental insurance policy	15
15. Towing and storage lease agreement for drug forfeiture vehicles	16
16. Special event application for Polebender Outdoors fishing tournament weigh-in at Lakeside Park	17

### **TRUTH IN TAXATION HEARING**

18

1. Discuss and consider adoption of 2008 budget
2. Discuss and consider adoption of 2008-2012 capital improvement plan (CIP)
3. Discuss and consider adoption of 2008 tax levy
4. Discuss and consider creating new budget fund accounts
5. Discuss and consider funding request by Belwin Athletics for the Lucy Winton Bell Athletic Field by contributing \$8.00 per child for 5 years

### **UNFINISHED BUSINESS**

#### **NEW BUSINESS**

- |  |    |
|--|----|
| 1. Consider a draft of the updates to the city's comprehensive plan and authorization to forward the draft to surrounding communities and the public school district for comment | 19 |
| 2. Revisions to employee health insurance policy   | 20 |
| 3. Consider safety consulting services and training for city employees for 2008  | 21 |
| 4. Consider authorization to enter into an agreement with HLB Tautges Redpath, Ltd. to prepare 2007 audit work papers  | 22 |

### **COUNCIL LIAISON REPORTS**

#### **COUNCIL ITEMS AND ANNOUNCEMENTS**

- 1.
- 2.

#### **CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS**

1. Hiring of Wanda Madsen as Finance Officer
2. City Council workshop to discuss the Lakeside Park projects and Barkers Alps master park plan on Monday, December 10, 2007, at 5:00 p.m., following the truth in taxation follow-up hearing and levy certification
3. Discuss topics and dates for future workshops

### **ADJOURNMENT**

# Bayport Public Library

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582 NORTH FOURTH STREET  
BAYPORT, MINNESOTA 55003  
(651) 439-7454

October 25, 2007

Mayor Jon Nowaczek  
City of Bayport  
294 N 3<sup>rd</sup> St  
Bayport, MN 55003

Dear Mayor Nowaczek:

Please be advised that I am not seeking re-appointment to the library board. This is my third session serving on the library board over the years and I feel its time to retire.

We have a very special library and I am proud to have been part of this organization. It has been a real pleasure and I wish you continued success.

Sincerely,

C. E. Jenson  
Bayport Library Board, President

**Proclamation  
Honoring Carroll "Hap" Jenson  
For Outstanding Community Service**

**WHEREAS,** Carroll "Hap" Jenson has served as a Bayport Public Library Board Trustee on three separate occasions over the past three decades; and,

**WHEREAS,** Hap Jenson is currently serving as Chairperson for the Library Board and will not be seeking reappointment when his term expires on December 31, 2007; and,

**WHEREAS,** Hap Jenson has been an active community member and business person since moving to Bayport in 1953, serving as Mayor of Bayport in the 1960s, operating a successful dental practice from 1953-1986, volunteering for school and church activities, as well as being a strong advocate for the Bayport Public Library; and,

**WHEREAS,** The City of Bayport is very fortunate to have residents such as Hap Jenson, whose service is a statement to the integrity of the community and the people that live here.

**NOW THEREFORE BE IT RESOLVED,** I, Mayor Jon Nowaczek, on behalf of the Bayport City Council and the people of Bayport, do hereby recognize Hap Jenson for his outstanding community spirit and involvement.

**BE IT PROCLAIMED,** I have hereto subscribed my name and the Seal of the City of Bayport, Minnesota, this 3<sup>rd</sup> day of December 2007, in honor of Hap Jenson's distinguished service to the City of Bayport.

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Jon Nowaczek, Mayor

11/28/07

Dear Bayport Council Members,

Recently, Bayport police officers stopped by and informed us that our two pet hens were in violation of Bayport ordinance and deemed a nuisance under our present code. We were asked to remove them within ten days and we have complied. I've met with Chief Laura Eastman and City Administrator, Mike McGuire to discuss the action and reviewed the current code with them. After subsequent conversations with Sara Taylor to consider our options, Lois and I have decided to ask the Council to amend the current code in a manner that would permit limited and responsible pet hen ownership for town residents.

Towns and cities in Minnesota and across the U.S. have done just that. The few households in these towns that decide to keep these interesting and likeable pets purchase permits, are well regulated and must meet nuisance guidelines on par with other responsible pet ownership (cats, dogs, rabbits, ferrets, birds, etc.)

We miss Hoogan and Moonan, the "girls", as we called them, who are temporarily (we hope) staying with our relatives. Quite frankly, we miss the two fresh eggs they provided us each day. Our neighbors who abut our property agree. These hens are quiet, sociable pets that do not pose a nuisance, noise or otherwise.

Sincerely,



Corey Mohan

#### Resources

Ordinance that permits hens in Minneapolis

[http://www.animallaw.info/statutes/stusmnodchanhassen\\_minneapolis.htm#s70](http://www.animallaw.info/statutes/stusmnodchanhassen_minneapolis.htm#s70)

Amended code to permit hens in St. Paul

St. Paul

<http://www.ci.stpaul.mn.us/depts/dsi/pdf/Animals/KeepingofAnimalsPermitRules.pdf>

Amended code to permit hens

Bloomington, IN

<http://www.bloomington.in.gov/code/>

Resource site for those interested in urban chickens

<http://pathtofreedom.com/pathproject/simpleliving/chickens.shtml>

**ADDENDUM NO. 2**  
**TO**  
**JOINT POWERS AGREEMENT**

This is Addendum No. 2 to the Joint Powers Agreement dated October 3, 2005, (the "Agreement") by and between the City of Bayport, Washington County, Minnesota ("Bayport") and the Town of Baytown, Washington County, Minnesota ("Baytown").

**RECITALS**

1. The Friends of St. Croix Preparatory Academy, a Minnesota non-profit corporation (the "Friends"), has applied to Baytown for permits and zoning approval for the development of a campus for the St. Croix Preparatory Academy on real estate described in Exhibit "A" ("Campus").

2. In order to facilitate the development of the Campus, Baytown has requested Bayport to consider the extension of not only its municipal water service, but also its municipal sewer service to provide the advantage of municipal utilities to the site.

3. The Agreement does not contemplate the extension of municipal sewer service into Baytown.

4. The Agreement requires the express written consent of both Baytown and Bayport before the water service already extended into Baytown can be enlarged or extended.

5. The parties therefore agree that the Agreement as amended by Addendum No. 1 be further amended to include the following conditions:

- a. The design of the water service and sanitary sewer service within the Campus will be subject to the approval of the Bayport City Engineer;
- b. Bayport will design and construct the necessary connections in order to extend the water and sewer service to the boundary of the Campus, provided that a deposit be made by the Friends in an amount equal to the estimated costs of the work prior to the commencement of any work on behalf of Bayport; and





## **St. Croix Preparatory Academy**

St. Croix Preparatory Academy is a public charter school currently located in Stillwater, Minnesota and is the first public school in the eastern suburbs specifically dedicated to offering a classical, liberal arts curriculum. Our Mission is to develop each student's academic potential, personal character, and leadership qualities through an academically rigorous and content-rich educational program grounded in the classical tradition.

St. Croix Prep opened its doors in 2004 to 200 students in grades K-7 and has since grown to 445 students in grades K-10 with a wait list of over 400 students. Our standardized test scores are consistently among the highest in the state of Minnesota. St. Croix Prep has become known for its small community as well as its rigorous programming. During the first three years of operation St. Croix Prep has maintained high parent satisfaction, student retention, and faculty retention.

St. Croix Prep is a rapidly growing public school in the Stillwater area. To date, our greatest challenge has been facilities. On opening day in 2004, our student numbers exceeded expectations by nearly 40%. Since that day, we have continued to grow and look forward to reaching a future enrollment of 975 students. St. Croix Preparatory Academy is currently spread between several separate buildings in downtown Stillwater and is quickly outgrowing our facilities. There is nothing more important to the viability of St. Croix Prep than finding a facility able to accommodate the projected short term and long term growth of the school.

Friends of St. Croix Preparatory Academy (FSCPA), a legally separate 501c3 organization, was formed to design and implement St. Croix Prep's facility strategy. With their assistance we have explored several options including remaining in downtown Stillwater and creating a cohesive campus of existing buildings. This option is not feasible due to the lack of recreational space for our students. The search for facility space is further complicated by the fact that within the Stillwater community there are very few property sites available for lease. Several have been considered but none have proven to be a good fit for St. Croix Prep, its facilities and its students. FSCPA has therefore investigated numerous acreage sites for permanent space around Stillwater, and is currently exploring the option of a site in Baytown Township.

The proposed project consists of the construction of a new K-12 school for 975 students. The building is currently planned to be 39 classrooms on two floors with a mechanical penthouse. This K through 12 building will have support areas, such as a gymnasium, media center, lunchroom, administration, performance space, etc. The total square footage at this time is approximately 137,800 SF. An additional performing arts theater is expected to be completed in a later phase.



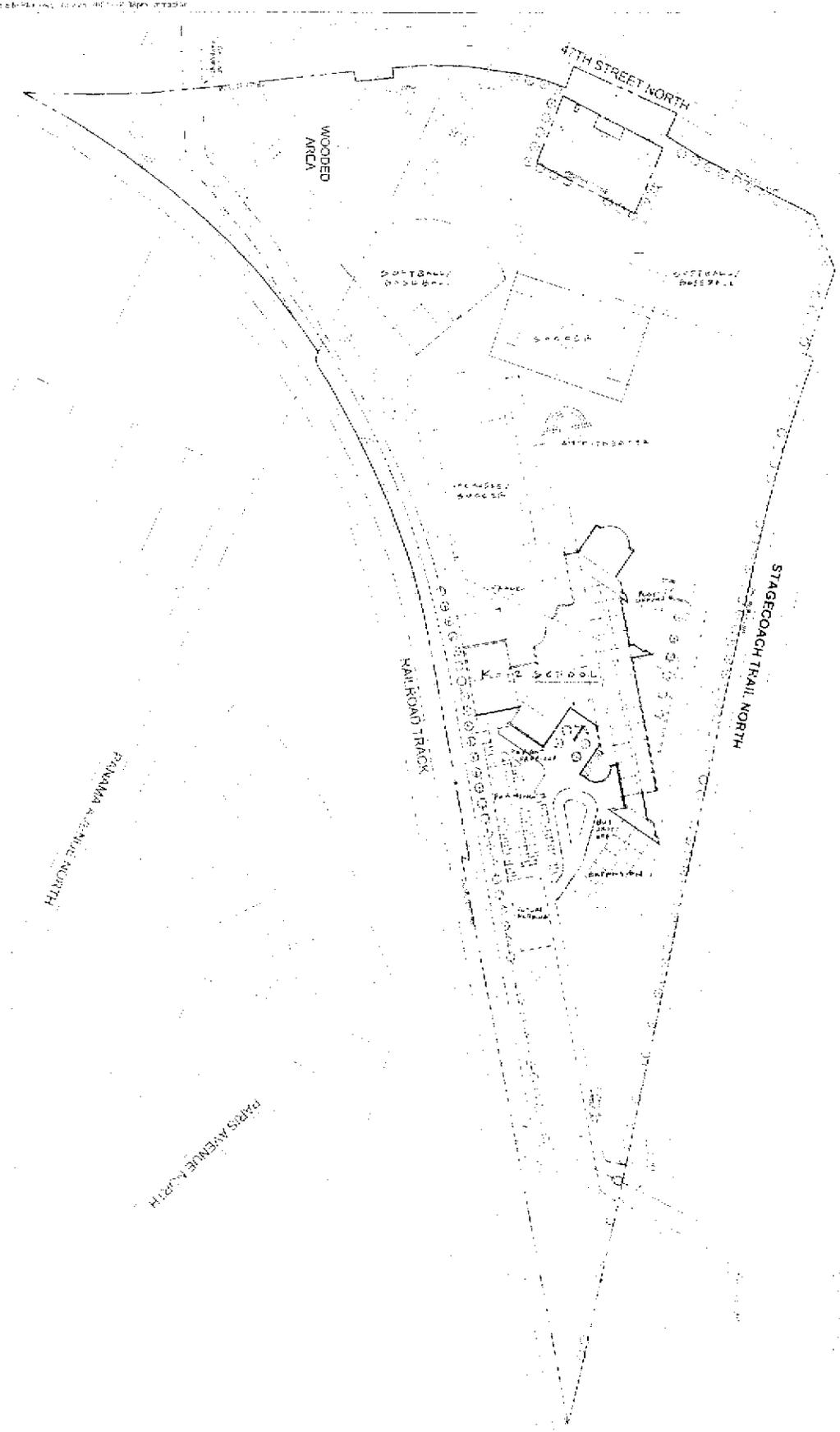
On the site, the school is planning to provide parking for 150 vehicles, with a possible future addition of 50+ spaces. For athletics, there are plans for baseball /softball fields, a soccer field, a lacrosse field, a running track, and a playground. Surrounding the site will be trails to take advantage of the open space and wooded areas.

The school expects that the community will have access to the site amenities as well as some features in the school. The performance space would be one such space, open to the public for community gatherings and productions. Other areas would include the gymnasium and lunchroom. Smaller spaces, such as computer labs, the media center, etc., may be considered for public access as well.

Adequate facilities will allow the school to proactively make strategic growth decisions, as opposed to have decisions dictated by facilities. Likewise, with new facilities, St. Croix Preparatory School will be able to act as a catalyst for growth and education in the east metropolitan Twin Cities area.



15 SITE PLAN  
1/20/03



**RESOLUTION NO. 07-**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD DECEMBER 3, 2007**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 3<sup>rd</sup> day of December 2007, at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-16 FROM THE DECEMBER 3, 2007 CITY COUNCIL AGENDA**

1. November 5, 2007 City Council regular meeting minutes
2. November payables and receipts
3. November building, plumbing and mechanical permits
4. Tobacco license renewals for 2008
5. Liquor license renewals for 2008
6. Certification of past due water bills to 2007 property taxes
7. Certification of past due waste collection bills to 2007 property taxes
8. Designating January 7, 2008 as the next City Council meeting date
9. Middle St. Croix River Watershed Management Organization funding for 2008
10. Special event application for Holiday at the Village Green
11. Annual adjustment to the city employee salary step schedule
12. Sale of the 1986 Fire Department pumper truck
13. Accepting a matching grant from the DNR for the Fire Department
14. Renewal of employee dental insurance policy
15. Towing and storage lease agreement for drug forfeiture vehicles
16. Special event application for Polebender Outdoors fishing tournament weigh-in at Lakeside Park

The motion for adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_ and upon roll call being taken thereon, the following vote via voice:

Jonathan Nowaczek –  
Dan Johnson –  
Sharon Ridgway –

Connie Carlson –  
Torry Kraftson –

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 3<sup>rd</sup> day of December, 2007.

ATTEST:

\_\_\_\_\_  
Mike McGuire, City Administrator

\_\_\_\_\_  
Jon Nowaczek, Mayor

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBER  
NOVEMBER 5, 2007  
6:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor Nowaczek called the regular City Council meeting of November 5, 2007 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

**ROLL CALL**

Members Present: Mayor Jon Nowaczek, Councilmembers Connie Carlson, Dan Johnson, Torry Kraftson, and Sharon Ridgway

Members Absent: None

Others Present: Administrator Mike McGuire, Fire Chief Mike Bell, Police Chief Laura Eastman, Engineer Barry Peters, Assistant Administrator/Planner Sara Taylor, and Attorney Nick Vivian

**PROCLAMATIONS/COMMENDATIONS/PETITIONS**

1. The recycling award for October went to Randy Beck.
2. There will be a public open house to review the city's draft comprehensive plan on Wednesday, November 7, 2007, 4:00-6:00 p.m., at City Hall.
3. Residents were reminded to vote on Tuesday, November 6, 2007. School board members will be elected and referendum issues decided. Polls will be open at City Hall from 7:00 a.m. to 8:00 p.m.

**OPEN FORUM**

1. There will be a benefit for ArtReach Alliance at the Lake Elmo Event Center on Thursday, November 8th, 8:00 p.m., featuring jazz and big band entertainment.

**CONSENT AGENDA**

Mayor Nowaczek read items 1-8 on the consent agenda.

Councilmember Kraftson introduced the following resolution and moved its adoption:

**Resolution 07-28**

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, APPROVING  
CONSENT AGENDA ITEMS 1-8 FROM THE NOVEMBER 5, 2007 CITY COUNCIL AGENDA**

1. October 1, 2007 City Council regular meeting minutes
2. October payables and receipts
3. October building, plumbing and mechanical permits
4. Rescue equipment purchase for the Fire Department
5. Close D.A.R.E. Fund and transfer balance to a Police Equipment Replacement Fund
6. Snowplowing contract with the State of Minnesota for Highway 95
7. Final payment for new fire engine
8. Consider a request from the Bayport American Legion to post new signage

The motion for adopting the foregoing resolution was duly seconded by Councilmember Johnson and upon roll call being taken, the following voted via voice:

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Sharon Ridgway – aye
Dan Johnson – aye	

## **PUBLIC HEARINGS – None**

### **COUNCIL LIAISON REPORTS**

Councilmember Ridgway reported the next Cable Commission meeting is scheduled for Wednesday, December 12, 2007, 7:00 p.m., at the cable studio at the Valley Ridge Mall.

Councilmember Kraftson reviewed proposed Middle St. Croix Watershed Management Organization (MSCWMO) regulations requiring stormwater management for projects over 500 square feet. The MSCWMO 2008 budget has been approved.

Councilmember Johnson reported on the Bayport Public Library Foundation Board meeting of October 25, 2007. The last meeting of the library's long-range planning team was held October 29<sup>th</sup>, and a final report on guiding the library into the future was reviewed. Citizen volunteers on the project were thanked for their time. The report will be available on the library's website. A major challenge is raising private money to support the library. The next meeting is scheduled for Thursday, November 15, 2007, 6:00 p.m., at the library, and is open to the public.

Councilmember Carlson reported the Lower St. Croix Partnership would be meeting on Wednesday, November 21, 2007, 7:00 p.m., at the St. Croix County Government Center.

## **UNFINISHED BUSINESS – None**

### **NEW BUSINESS**

Discuss a usage and rental policy for the Lakeside Park bathhouse: Staff displayed pictures of the Lakeside Park renovations and reviewed the project status, noting the bathhouse is nearing completion. Administrator McGuire stated the city has received inquiries on renting the new space and is looking for direction from the City Council on a rental policy, the concessions area, and the use of lifeguards/ attendants. Based on tonight's discussion, staff would bring back recommendations for consideration at a later date. Councilmembers voiced the following comments/concerns:

- Liked the idea of local restaurants bidding on running the concessions area
- Questioned if there would be any insurance issues with leasing out concessions area
- Lifeguards would be a plus, but must work within the budget – may not be feasible next year
- Recommended staff check with the City of Minneapolis regarding operating hours and concession sales at its park buildings
- Questioned if the rental of the building would include the use of the outdoor patio
- Recommended restricting some rental times for Bayport resident use only, make rental more affordable for Bayport residents, as opposed to non-residents
- Discussed limiting rentals to 4 hours and possibly redefining park hours
- Discussed the need to upgrade the beach to promote use
- Suggested city employee should be on-site when open and use of attendants
- Discussed the possibility of winter use and the need to have restroom facilities

Staff will gauge the interest of local businesses in operating the concessions area and bring back suggestions for rental procedures for discussion at a future meeting.

Consider amending the fee schedule ordinance to reflect 2008 fees: Assistant Administrator/Planner Taylor reviewed the minor changes to next year's fee schedule. Mayor Nowaczek noted that language was added to the fines for liquor and tobacco violations to clarify that licenses will be subject to suspension or revocation by the City Council after the first offense. Administrator McGuire stated that staff did not recommend an increase in liquor license fees at this time.

Councilmember Johnson introduced the following ordinance and moved its adoption:

**Ordinance #794**

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, AMENDING APPENDIX D, FEE SCHEDULE, OF THE BAYPORT CITY CODE**

The motion for adopting the foregoing ordinance was duly seconded by Councilmember Carlson and upon roll call being taken, the following voted via voice:

Jon Nowaczek – aye	Torry Kraftson aye
Connie Carlson - aye	Sharon Ridgway - aye
Dan Johnson aye	

**COUNCIL ITEMS/ANNOUNCEMENTS - None**

**ADMINISTRATOR/STAFF ITEMS AND ANNOUNCEMENTS**

1. There will be a public open house to review the city's draft comprehensive plan on Wednesday, November 7, 2007, 4:00-6:00 p.m., at City Hall.
2. There will be a public informational meeting to discuss the wellhead protection plan on Monday, November 19, 2007, 4:00-6:00 p.m., at City Hall.
3. Update on replacement of the Finance Officer/Accounting Clerk position: Administrator McGuire stated the city received 30 applications and interviewed 6 candidates with varying amounts of government experience. He hopes to introduce the new Finance Officer at the next meeting.
4. Move to closed session to discuss pending litigation as provided by attorney-client privilege:

It was moved by Councilmember Carlson and seconded by Councilmember Ridgway to adjourn to closed session at 6:58 p.m. to discuss pending litigation. Motion carried.

Mayor Nowaczek resumed the normal session of the November 5, 2007 Bayport City Council at 8:17 p.m.

It was moved by Councilmember Kraftson and seconded by Councilmember Johnson to include the Jansen Builder's invoice for \$85,595.00 in the Accounts Payable report approved with the consent agenda resolution. Motion carried.

**ADJOURNMENT**

It was moved by Councilmember Carlson and seconded by Councilmember Ridgway to adjourn the meeting at 8:20 p.m. Motion carried.

CITY OF BAYPORT

REVENUE SUMMARY YTD THRU 11/30/07

FUND	FUND Descr	2007 Budget	2007 YTD Amt	2007 % of Budget
101	GENERAL	\$2,135,799.00	\$1,224,788.67	57.35%
102	STREET RECONSTRUCTION	\$0.00	\$17,508.24	0.00%
103	GO TIF BD FUND 1990 CAP PROJ	\$0.00	\$0.00	0.00%
105	GENERAL FIXED ASSETS	\$0.00	\$0.00	0.00%
106	TIF ECON DEV DIST 2	\$0.00	\$0.00	0.00%
107	TIF REDEVELOPMENT DISTRICT 2-1	\$0.00	\$15,562.10	0.00%
200	FIRE EQUIPMENT REPLACEMENT FUN	\$0.00	\$240,682.24	0.00%
201	D.A.R.E.	\$0.00	\$0.00	0.00%
202	DRUG FORFEITURE	\$0.00	\$12,740.00	0.00%
203	PUBLIC WORKS EQUIPMENT REPL	\$0.00	\$0.00	0.00%
204	RECREATION CAP EQUIP & MAINT	\$0.00	\$3,687.44	0.00%
205	TAX STABILIZATION FUND	\$0.00	\$0.00	0.00%
206	WATER/SEWER IMPROVEMENT FUND	\$0.00	\$479,850.54	0.00%
207	PARK IMPROVEMENT FUND	\$0.00	\$38,000.00	0.00%
208	PRISON SEWER PROJECT	\$0.00	\$0.00	0.00%
209	DEVELOPER REIMBURSED PROJECTS	\$0.00	\$31,320.00	0.00%
211	LIBRARY	\$285,574.00	\$169,699.48	59.42%
303	GO TIF BOND 1990 DEBT SERVICE	\$0.00	\$44,723.66	0.00%
307	DEBT SERVICE GO BONDS \$710,000	\$0.00	\$0.00	0.00%
601	WATER	\$299,600.00	\$234,054.19	78.12%
602	SEWER	\$561,117.00	\$459,116.32	81.82%
800	INVESTMENTS-POOLED	\$0.00	\$534,523.50	0.00%
803	P & Z ESCROWS	\$0.00	\$7,300.00	0.00%
851	NON EXP TRUST	\$0.00	\$0.00	0.00%
		\$3,282,090.00	\$3,513,546.38	107.05%

## CITY OF BAYPORT

11/28/07 12:48 PM

Page 1

## MONTHLY RECEIPTS

Period Name: NOVEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
<b>FUND 101 GENERAL</b>				
101	11/27/2007	\$0.25	14433 COPIES	R 101-00000-33100 ADMINIST
101	11/27/2007	\$5.00	14440 COPIES/ZONING MAP	R 101-00000-33100 ADMINIST
101	11/27/2007	\$4.00	14447 COPIES	R 101-00000-33100 ADMINIST
101	11/5/2007	\$19,901.55	14413 MN EF00003027405	R 101-00000-33401 LOCAL G
101	11/27/2007	\$669.60	14425 SIDEWALK ASSESSMENT & INTEREST	R 101-00000-36102 SPECIAL
101	11/27/2007	\$810.00	14426 SIDE WALK ASSESSMENT - 2007	R 101-00000-36102 SPECIAL
101	11/27/2007	\$699.30	14427 SIDEWALK ASSESSMENT	R 101-00000-36102 SPECIAL
101	11/27/2007	\$263.25	14427 SIDEWALK ASSESSMENT	R 101-00000-36102 SPECIAL
101	11/27/2007	\$2,133.00	14427 SIDEWALK ASSESSMENT	R 101-00000-36102 SPECIAL
101	11/27/2007	\$3.60	14425 SIDEWALK ASSESSMENT & INTEREST	R 101-00000-36104 SPEC AS
101	11/27/2007	\$4.20	14426 SIDE WALK ASSESSMENT - 2007	R 101-00000-36104 SPEC AS
101	11/5/2007	\$14,700.00	1441 Reclassify revenue from cty to city collect	G 101-10100 CASH
101	11/5/2007	-\$14,700.00	1441 Reclassify revenue from cty to city collect	G 101-10100 CASH
101	11/5/2007	\$26,737.72	1441 Reclassify revenue from cty to city collect	G 101-10100 CASH
101	11/5/2007	-\$26,737.72	1441 Reclassify revenue from cty to city collect	G 101-10100 CASH
101	11/28/2007	-\$2,850.00	1487 FORFEITED TRANSFER	G 101-10100 CASH
101	11/27/2007	\$1,675.00	14428 BUILDING PERMIT - 628 OAKWOOD	G 101-20102 S A C CHARGE
101	11/27/2007	\$1,675.00	14430 BUILDING PERMIT 2007-93	G 101-20102 S A C CHARGE
101	11/9/2007	\$2.50	14333 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	-\$2.50	14333 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	\$0.50	14334 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	-\$0.50	14334 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	-\$0.50	14335 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	\$0.50	14335 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	\$3.45	14336 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	-\$3.45	14336 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	-\$0.50	14342 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	\$0.50	14342 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	-\$0.50	14343 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	\$0.50	14343 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	\$0.50	14344 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	-\$0.50	14344 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	-\$0.50	14345 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	\$0.50	14345 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	-\$0.50	14392 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	\$0.50	14392 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	\$0.50	14394 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	-\$0.50	14394 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	\$0.50	14397 Correction	G 101-20104 STATE SURCHA
101	11/9/2007	-\$0.50	14397 Correction	G 101-20104 STATE SURCHA
101	11/8/2007	\$2.50	14413 Severson Carpentry BP-86	G 101-20104 STATE SURCHA
101	11/8/2007	\$1.70	14418 Willima Bergstrom BP2007-92	G 101-20104 STATE SURCHA
101	11/8/2007	\$0.50	14420 Nancy Hanble BP 2007-91	G 101-20104 STATE SURCHA
101	11/27/2007	\$140.00	14428 BUILDING PERMIT - 628 OAKWOOD	G 101-20104 STATE SURCHA
101	11/27/2007	\$142.00	14430 BUILDING PERMIT 2007-93	G 101-20104 STATE SURCHA
101	11/27/2007	\$12.50	14436 BUILDING PERMIT	G 101-20104 STATE SURCHA
101	11/27/2007	\$1.92	14439 REROOF PERMIT - BUILDING	G 101-20104 STATE SURCHA
101	11/27/2007	\$0.50	14441 PLUBING PERMIT - 356 3RD STREET SO	G 101-20104 STATE SURCHA
101	11/27/2007	\$0.50	14443 MECH. PERMIT @ 356 SO. 3RD ST. & LI	G 101-20104 STATE SURCHA
101	11/27/2007	\$2.25	14444 BUILDING PERMIT @ 543 NO 7TH ST. (G	G 101-20104 STATE SURCHA
101	11/27/2007	\$0.50	14445 HVAC PERMIT	G 101-20104 STATE SURCHA
101	11/27/2007	\$2.00	14446 BUILDING PERMIT	G 101-20104 STATE SURCHA
101	11/27/2007	\$2.00	14448 BUILDING PERMIT 2007-96	G 101-20104 STATE SURCHA
101	11/8/2007	-\$1,251.58	1444 Reclass	G 101-27101 FICA/FWH
101	11/8/2007	\$1,251.58	1444 Reclass	G 101-27102 MINN STATE WI
101	11/9/2007	-\$33.25	14338 Correction	G 101-27107 DELTA DENTAL
101	11/9/2007	\$33.25	14338 Correction	G 101-27107 DELTA DENTAL
101	11/8/2007	\$33.25	14421 Mike McGuire Cobra	G 101-27107 DELTA DENTAL
101	11/9/2007	-\$443.08	14338 Correction	G 101-27109 MEDICA
101	11/9/2007	\$443.08	14338 Correction	G 101-27109 MEDICA

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name: NOVEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
101	11/8/2007	\$443.08	14419 Sharon Ridgway Medica	G 101-27109 MEDICA
101	11/8/2007	\$443.08	14421 Mike McGuire Cobra	G 101-27109 MEDICA
101	11/9/2007	-\$14.50	14338 Correction	G 101-27118 LINCOLN LIFE
101	11/9/2007	\$14.50	14338 Correction	G 101-27118 LINCOLN LIFE
101	11/8/2007	\$14.50	14421 Mike McGuire Cobra	G 101-27118 LINCOLN LIFE
101	11/27/2007	\$6.00	14442 YARD WASTE STICKERS	R 101-41240-32200 NONBUSI
101	11/9/2007	-\$3.00	14395 Correction	R 101-41240-34105 USER FE
101	11/9/2007	\$3.00	14395 Correction	R 101-41240-34105 USER FE
101	11/9/2007	-\$170.00	14399 Corrections	E 101-41400-201 OFFICE SU
101	11/9/2007	\$170.00	14399 Corrections	E 101-41400-201 OFFICE SU
101	11/9/2007	\$30.00	14344 Correction	R 101-41910-32100 BUSINES
101	11/9/2007	-\$30.00	14344 Correction	R 101-41910-32100 BUSINES
101	11/9/2007	-\$30.00	14397 Correction	R 101-41910-32100 BUSINES
101	11/9/2007	\$30.00	14397 Correction	R 101-41910-32100 BUSINES
101	11/27/2007	\$2,136.75	14428 BUILDING PERMIT - 628 OAKWOOD	R 101-41910-32100 BUSINES
101	11/9/2007	-\$32.60	14392 Correction	R 101-41910-32200 NONBUSI
101	11/9/2007	\$32.60	14392 Correction	R 101-41910-32200 NONBUSI
101	11/27/2007	\$30.00	14443 MECH. PERMIT @ 356 SO. 3RD ST. & LI	R 101-41910-32200 NONBUSI
101	11/9/2007	\$132.50	14333 Correction	R 101-41910-32210 BUILDING
101	11/9/2007	-\$132.50	14333 Correction	R 101-41910-32210 BUILDING
101	11/9/2007	-\$147.50	14336 Correction	R 101-41910-32210 BUILDING
101	11/9/2007	\$147.50	14336 Correction	R 101-41910-32210 BUILDING
101	11/8/2007	\$118.00	14413 Severson Carpentry BP-86	R 101-41910-32210 BUILDING
101	11/8/2007	\$2.00	14414 Gerald Peterson	R 101-41910-32210 BUILDING
101	11/8/2007	\$103.25	14418 Willima Bergstrom BP2007-92	R 101-41910-32210 BUILDING
101	11/8/2007	\$41.25	14420 Nancy Hanble BP 2007-91	R 101-41910-32210 BUILDING
101	11/27/2007	\$1,388.89	14428 BUILDING PERMIT - 628 OAKWOOD	R 101-41910-32210 BUILDING
101	11/27/2007	\$2,160.75	14430 BUILDING PERMIT 2007-93	R 101-41910-32210 BUILDING
101	11/27/2007	\$1,404.49	14430 BUILDING PERMIT 2007-93	R 101-41910-32210 BUILDING
101	11/27/2007	\$413.00	14436 BUILDING PERMIT	R 101-41910-32210 BUILDING
101	11/27/2007	\$103.25	14439 REROOF PERMIT - BUILDING	R 101-41910-32210 BUILDING
101	11/27/2007	\$118.00	14444 BUILDING PERMIT @ 543 NO 7TH ST. (G	R 101-41910-32210 BUILDING
101	11/27/2007	\$103.25	14446 BUILDING PERMIT	R 101-41910-32210 BUILDING
101	11/27/2007	\$103.25	14448 BUILDING PERMIT 2007-96	R 101-41910-32210 BUILDING
101	11/8/2007	\$105.16	14416 Excel Roofing BP 87	R 101-41910-32214 EXCAVAT
101	11/9/2007	\$75.00	14334 Correction	R 101-41910-32220 PLUMBIN
101	11/9/2007	-\$75.00	14334 Correction	R 101-41910-32220 PLUMBIN
101	11/9/2007	-\$75.00	14335 Correction	R 101-41910-32220 PLUMBIN
101	11/9/2007	\$75.00	14335 Correction	R 101-41910-32220 PLUMBIN
101	11/9/2007	\$75.00	14394 Correction	R 101-41910-32220 PLUMBIN
101	11/9/2007	-\$75.00	14394 Correction	R 101-41910-32220 PLUMBIN
101	11/27/2007	\$75.00	14441 PLUBING PERMIT - 356 3RD STREET SO	R 101-41910-32220 PLUMBIN
101	11/9/2007	\$75.00	14342 Correction	R 101-41910-32230 MECHANI
101	11/9/2007	-\$75.00	14342 Correction	R 101-41910-32230 MECHANI
101	11/9/2007	-\$75.00	14343 Correction	R 101-41910-32230 MECHANI
101	11/9/2007	\$75.00	14343 Correction	R 101-41910-32230 MECHANI
101	11/9/2007	\$75.00	14344 Correction	R 101-41910-32230 MECHANI
101	11/9/2007	-\$75.00	14344 Correction	R 101-41910-32230 MECHANI
101	11/9/2007	\$75.00	14345 Correctioon	R 101-41910-32230 MECHANI
101	11/9/2007	-\$75.00	14345 Correctioon	R 101-41910-32230 MECHANI
101	11/9/2007	\$75.00	14397 Correction	R 101-41910-32230 MECHANI
101	11/9/2007	-\$75.00	14397 Correction	R 101-41910-32230 MECHANI
101	11/27/2007	\$75.00	14443 MECH. PERMIT @ 356 SO 3RD ST. & LI	R 101-41910-32230 MECHANI
101	11/27/2007	\$75.00	14445 HVAC PERMIT	R 101-41910-32230 MECHANI
101	11/27/2007	\$2,162.05	14449 BUILDING INSPECTIONS	R 101-41910-34103 LAKELAN
101	11/27/2007	\$513.49	14450 BUILDING INSPECTION	R 101-41910-34103 LAKELAN
101	11/8/2007	-\$90.53	1442 Reclass Stillwater Towing	E 101-42100-220 OPERATING
101	11/9/2007	-\$10,000.00	14337 Correction	R 101-42100-36233 GRANTS
101	11/9/2007	\$10,000.00	14337 Correction	R 101-42100-36233 GRANTS
101	11/27/2007	\$1,439.64	14424 INSURANCE CLAIM CK # 69126	R 101-42100-36241 REFUND
101	11/28/2007	\$550.00	1487 FORFEITED TRANSFER	R 101-42100-37300 SALE OF

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name: NOVEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
101	11/28/2007	\$2,000.00	1487 FORFEITED TRANSFER	R 101-42100-37306 SALE OF
101	11/28/2007	\$300.00	1487 FORFEITED TRANSFER	R 101-42100-37306 SALE OF
101	11/27/2007	\$20.00	14438 BURNING PERMIT	R 101-42200-32200 NONBUSI
101	11/27/2007	\$514.38	14435 FIRE INSPECTIONS - OCTOBER	R 101-42200-34101 FIRE INS
101	11/27/2007	\$375.00	14451 MUTUAL AID	R 101-42200-36245 FIRE DEP
101	11/8/2007	\$90.53	1442 Reclass Stillwater Towing	E 101-43100-220 OPERATING
101	11/9/2007	\$167.00	14398 Correction	E 101-43100-413 TREES
101	11/9/2007	-\$167.00	14398 Correction	E 101-43100-413 TREES
FUND 101 GENERA		\$42,673.38		
<b>FUND 102 STREET RECONSTRUCTION</b>				
102	11/9/2007	\$2,624.03	14339 Correction	R 102-41601-36102 SPECIAL
102	11/9/2007	-\$2,624.03	14339 Correction	R 102-41601-36102 SPECIAL
102	11/27/2007	\$652.60	14432 2006 ALLEY PROJECT	R 102-41601-36102 SPECIAL
102	11/27/2007	\$59.27	14432 2006 ALLEY PROJECT	R 102-41601-36104 SPEC AS
FUND 102 STREET		\$711.87		
<b>FUND 201 D.A.R.E.</b>				
201	11/28/2007	-\$7,094.31	1487 FORFEITED TRANSFER	G 201-10100 CASH
201	11/28/2007	\$7,094.31	1487 FORFEITED TRANSFER	G 201-25300 FUND BALANCE
FUND 201 D.A.R.E.		\$0.00		
<b>FUND 202 DRUG FORFEITURE</b>				
202	11/28/2007	\$7,094.31	1487 FORFEITED TRANSFER	G 202-10100 CASH
202	11/28/2007	\$2,850.00	1487 FORFEITED TRANSFER	G 202-10100 CASH
202	11/28/2007	-\$7,094.31	1487 FORFEITED TRANSFER	G 202-25300 FUND BALANCE
202	11/28/2007	-\$2,000.00	1487 FORFEITED TRANSFER	R 202-42102-36249 DRUG FO
202	11/28/2007	-\$300.00	1487 FORFEITED TRANSFER	R 202-42102-36249 DRUG FO
202	11/28/2007	-\$550.00	1487 FORFEITED TRANSFER	R 202-42102-36249 DRUG FO
202	11/27/2007	\$9,590.00	14434 DRUG FORFEITURE	R 202-42102-36249 DRUG FO
202	11/27/2007	\$300.00	14452 DRUG FOR	R 202-42102-36249 DRUG FO
FUND 202 DRUG F		\$9,890.00		
<b>FUND 206 WATER/SEWER IMPROVEMENT FUND</b>				
206	11/8/2007	\$6,452.23	14415 Water & Sewer	G 206-12103 A/R GEN BILLIN
206	11/8/2007	\$60.30	14415 Water & Sewer	G 206-12103 A/R GEN BILLIN
206	11/8/2007	\$409.49	14415 Water & Sewer	G 206-12103 A/R GEN BILLIN
206	11/8/2007	\$548.41	14416 Water & Sewer	G 206-12103 A/R GEN BILLIN
206	11/27/2007	\$47.95	14429 WATER & SEWER PAYMENTS ONLY	G 206-12103 A/R GEN BILLIN
206	11/27/2007	\$449.39	14458 WATER & SEWER PAYMENTS	G 206-12103 A/R GEN BILLIN
206	11/5/2007	\$14,700.00	1441 Reclassify revenue from cty to city collect	R 206-41603-36101 SPECIAL
206	11/5/2007	\$26,737.72	1441 Reclassify revenue from cty to city collect	R 206-41603-36101 SPECIAL
206	11/5/2007	-\$14,700.00	1441 Reclassify revenue from cty to city collect	R 206-41603-36102 SPECIAL
206	11/5/2007	-\$26,737.72	1441 Reclassify revenue from cty to city collect	R 206-41603-36102 SPECIAL
FUND 206 WATER/		\$7,967.77		
<b>FUND 207 PARK IMPROVEMENT FUND</b>				
207	11/27/2007	\$1,000.00	14428 BUILDING PERMIT - 628 OAKWOOD	R 207-00000-34780 PARK FE
207	11/27/2007	\$1,000.00	14430 BUILDING PERMIT 2007-93	R 207-00000-34780 PARK FE
207	11/27/2007	\$6,000.00	14437 PARK FEES - EMERALD FALLS DEVELO	R 207-00000-34780 PARK FE
FUND 207 PARK IM		\$8,000.00		
<b>FUND 211 LIBRARY</b>				
211	11/9/2007	-\$45.00	14400 Corrections	R 211-45500-34760 LIBRARY
211	11/9/2007	\$45.00	14400 Corrections	R 211-45500-34760 LIBRARY
211	11/9/2007	-\$17.98	14401 Correction	R 211-45500-34760 LIBRARY
211	11/9/2007	\$17.98	14401 Correction	R 211-45500-34760 LIBRARY
211	11/9/2007	\$15.00	14402 Correction	R 211-45500-34760 LIBRARY

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name: NOVEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
211	11/9/2007	-\$15.00	14402 Correction	R 211-45500-34760 LIBRARY
211	11/9/2007	\$15.00	14403 Correction	R 211-45500-34760 LIBRARY
211	11/9/2007	-\$15.00	14403 Correction	R 211-45500-34760 LIBRARY
211	11/9/2007	-\$45.00	14404 Correction	R 211-45500-34760 LIBRARY
211	11/9/2007	\$45.00	14404 Correction	R 211-45500-34760 LIBRARY
211	11/9/2007	\$40.95	14405 Correction	R 211-45500-34760 LIBRARY
211	11/9/2007	-\$40.95	14405 Correction	R 211-45500-34760 LIBRARY
211	11/9/2007	-\$70.00	14406 Correction	R 211-45500-34760 LIBRARY
211	11/9/2007	\$70.00	14406 Correction	R 211-45500-34760 LIBRARY
211	11/27/2007	\$79.00	14454 SERVICE CHARGES	R 211-45500-34760 LIBRARY
211	11/9/2007	\$130.00	14407 Correction	R 211-45500-36220 RENTAL I
211	11/9/2007	-\$130.00	14407 Correction	R 211-45500-36220 RENTAL I
211	11/27/2007	\$30.00	14455 ROOM RENTAL	R 211-45500-36220 RENTAL I
211	11/27/2007	\$130.00	14456 ROOM RENTAL	R 211-45500-36220 RENTAL I
211	11/27/2007	\$40.00	14457 ROOM RENTAL	R 211-45500-36220 RENTAL I
211	11/27/2007	\$45,000.00	14453 GRANT	R 211-45500-36233 GRANTS
211	11/8/2007	-\$118.08	1443 Reclass Dan St. Clair	E 211-45500-400 USE OF PE
211	11/8/2007	\$118.08	1443 Reclass Dan St. Clair	E 211-45500-420 R & M BLDG
FUND 211 LIBRARY		\$45,279.00		
<b>FUND 601 WATER</b>				
601	11/8/2007	\$2,464.83	14415 Water & Sewer	G 601-14601 WATER BILLING
601	11/8/2007	\$19.50	14415 Water & Sewer	G 601-14601 WATER BILLING
601	11/8/2007	\$29.90	14416 Water & Sewer	G 601-14601 WATER BILLING
601	11/8/2007	\$3,688.55	14416 Water & Sewer	G 601-14601 WATER BILLING
601	11/27/2007	\$309.68	14429 WATER & SEWER PAYMENTS ONLY	G 601-14601 WATER BILLING
601	11/27/2007	\$2,121.39	14458 WATER & SEWER PAYMENTS	G 601-14601 WATER BILLING
601	11/8/2007	\$7.18	14415 Water & Sewer	G 601-14605 SALES TAX REC
601	11/8/2007	\$84.82	14416 Water & Sewer	G 601-14605 SALES TAX REC
601	11/27/2007	\$1,000.00	14428 BUILDING PERMIT - 628 OAKWOOD	R 601-46120-34601 WATER H
601	11/27/2007	\$1,000.00	14430 BUILDING PERMIT 2007-93	R 601-46120-34601 WATER H
601	11/27/2007	\$200.00	14428 BUILDING PERMIT - 628 OAKWOOD	R 601-46120-34602 WATER M
601	11/27/2007	\$200.00	14430 BUILDING PERMIT 2007-93	R 601-46120-34602 WATER M
601	11/27/2007	\$50.00	14428 BUILDING PERMIT - 628 OAKWOOD	R 601-46120-34603 WATER H
601	11/27/2007	\$50.00	14428 BUILDING PERMIT - 628 OAKWOOD	R 601-46120-34603 WATER H
601	11/27/2007	\$50.00	14430 BUILDING PERMIT 2007-93	R 601-46120-34603 WATER H
601	11/27/2007	\$50.00	14430 BUILDING PERMIT 2007-93	R 601-46120-34603 WATER H
601	11/27/2007	\$50.00	14430 BUILDING PERMIT 2007-93	R 601-46120-34603 WATER H
601	11/8/2007	\$831.80	14416 Water & Sewer	R 601-46120-37110 WATER R
601	11/27/2007	\$3.82	14458 WATER & SEWER PAYMENTS	R 601-46120-37110 WATER R
FUND 601 WATER		\$12,161.47		
<b>FUND 602 SEWER</b>				
602	11/2/2007	\$15,132.33	1439 Prison Water	G 602-14602 SEWER BILLIN
602	11/5/2007	\$15,132.33	14414 MNCORR EF3027405	G 602-14602 SEWER BILLIN
602	11/8/2007	\$54,819.74	14415 Water & Sewer	G 602-14602 SEWER BILLIN
602	11/8/2007	\$1,382.96	14416 Water & Sewer	G 602-14602 SEWER BILLIN
602	11/27/2007	\$105.75	14429 WATER & SEWER PAYMENTS ONLY	G 602-14602 SEWER BILLIN
602	11/27/2007	\$1,700.21	14458 WATER & SEWER PAYMENTS	G 602-14602 SEWER BILLIN
602	11/27/2007	\$15,132.33	14459 PRISON SEWER	G 602-14602 SEWER BILLIN
602	11/27/2007	\$750.00	14428 BUILDING PERMIT - 628 OAKWOOD	R 602-46200-34651 SEWER H
602	11/27/2007	\$750.00	14430 BUILDING PERMIT 2007-93	R 602-46200-34651 SEWER H
602	11/27/2007	\$50.00	14428 BUILDING PERMIT - 628 OAKWOOD	R 602-46200-34652 SEWER I
602	11/27/2007	\$50.00	14430 BUILDING PERMIT 2007-93	R 602-46200-34652 SEWER I
602	11/2/2007	-\$15,132.33	1439 Prison Water	R 602-46200-37220 PRISON S
FUND 602 SEWER		\$89,873.32		
<b>FUND 800 INVESTMENTS-POOLED</b>				
800	11/2/2007	\$1,183.74	1434 FS CD 135980 interest	R 800-00000-36210 INVESTM
800	11/2/2007	-\$1,183.74	1434 FS CD 135980 interest	R 800-00000-36210 INVESTM
800	11/2/2007	-\$1,183.74	1435 FS CD 135996 interest	R 800-00000-36210 INVESTM

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name: NOVEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
800	11/2/2007	\$1,183.74	1435 FS CD 135996 interest	R 800-00000-36210 INVESTM
800	11/2/2007	-\$5,003.33	1436 10/16 sell Foster Bank buy FPB	R 800-00000-36210 INVESTM
800	11/2/2007	\$5,003.33	1436 10/16 sell Foster Bank buy FPB	R 800-00000-36210 INVESTM
800	11/2/2007	\$5,755.00	1437 Sell FHLB 10/22 4M Northland	R 800-00000-36210 INVESTM
800	11/2/2007	-\$5,755.00	1437 Sell FHLB 10/22 4M Northland	R 800-00000-36210 INVESTM
800	11/2/2007	-\$9,243.06	1438 DS CD BUY & SELL	R 800-00000-36210 INVESTM
800	11/2/2007	\$9,243.06	1438 DS CD BUY & SELL	R 800-00000-36210 INVESTM
800	11/9/2007	-\$5,333.63	1446 4M 9/31/07	R 800-00000-36210 INVESTM
800	11/9/2007	-\$19.60	1447 MJsk interest 9/30	R 800-00000-36210 INVESTM
800	11/9/2007	-\$3,722.12	1448 Sold Chatham Bk buy Countrywide&Indym	R 800-00000-36210 INVESTM
800	11/9/2007	-\$3,722.12	1448 Sold Chatham Bk buy Countrywide&Indym	R 800-00000-36210 INVESTM
800	11/9/2007	-\$5,233.17	1449 Omini sold bought FCB 9/13	R 800-00000-36210 INVESTM
800	11/9/2007	\$15.00	1450 sold Gwiinnethe buy Fortune Bk 9/19	R 800-00000-36210 INVESTM
800	11/9/2007	-\$5,303.03	1450 sold Gwiinnethe buy Fortune Bk 9/19	R 800-00000-36210 INVESTM
800	11/9/2007	\$15.00	1451 1st regional 1st chatham 9/7	R 800-00000-36210 INVESTM
800	11/9/2007	\$15.00	1452	R 800-00000-36210 INVESTM
800	11/9/2007	-\$23.45	1452	R 800-00000-36210 INVESTM
800	11/9/2007	\$15.00	1453	R 800-00000-36210 INVESTM
800	11/9/2007	-\$5,000.00	1454 sold Sov Bk, FHL, FMStep, FM.Lasalle	R 800-00000-36210 INVESTM
800	11/9/2007	-\$310.26	1454 sold Sov Bk, FHL, FMStep, FM.Lasalle	R 800-00000-36210 INVESTM
800	11/9/2007	-\$3,869.38	1454 sold Sov Bk, FHL, FMStep, FM.Lasalle	R 800-00000-36210 INVESTM
800	11/9/2007	-\$332.93	1454 sold Sov Bk, FHL, FMStep, FM.Lasalle	R 800-00000-36210 INVESTM
800	11/9/2007	-\$4,000.00	1454 sold Sov Bk, FHL, FMStep, FM.Lasalle	R 800-00000-36210 INVESTM
800	11/9/2007	-\$102.85	1455 Northland MM interest	R 800-00000-36210 INVESTM
800	11/9/2007	-\$7,277.62	1456 FSB CDs13584,13844 but FSB CDs13284,	R 800-00000-36210 INVESTM
800	11/9/2007	-\$5,260.84	1456 FSB CDs13584,13844 but FSB CDs13284,	R 800-00000-36210 INVESTM
800	11/9/2007	-\$2,969.00	1457 FHL Mtg step called 9/17 Advanta Bk Drap	R 800-00000-36210 INVESTM
800	11/9/2007	-\$2,000.00	1458 Fed Home interest	R 800-00000-36210 INVESTM
800	11/9/2007	-\$1,183.74	1459 First State CD135980 Interest	R 800-00000-36210 INVESTM
800	11/9/2007	-\$1,183.74	1460 First State CD135996 interest 10/26/07	R 800-00000-36210 INVESTM
800	11/9/2007	-\$5,003.33	1461 Sell Foster Bk buy First Peoples BJ 10/16/	R 800-00000-36210 INVESTM
800	11/9/2007	\$5,755.00	1462 FHL Bk sold wire from 4M to Northland 10/	R 800-00000-36210 INVESTM
800	11/9/2007	-\$4,621.53	1463 First State CD's	R 800-00000-36210 INVESTM
800	11/9/2007	-\$4,621.53	1463 First State CD's	R 800-00000-36210 INVESTM
800	11/27/2007	-\$625.00	1471 WELLS FARGO	R 800-00000-36210 INVESTM
800	11/27/2007	-\$1,110.00	1472 WELLS FARGO	R 800-00000-36210 INVESTM
800	11/27/2007	-\$1,290.00	1473 WELLS FARGO	R 800-00000-36210 INVESTM
800	11/27/2007	\$1,251.60	1474 NORTHLAND	R 800-00000-36210 INVESTM
800	11/28/2007	-\$955.56	1475 NORTHLAND	R 800-00000-36210 INVESTM
800	11/28/2007	-\$437.00	1476 DAIN RAUSCHER	R 800-00000-36210 INVESTM
800	11/28/2007	-\$322.19	1477 NORTHLAND MONEY MARKET	R 800-00000-36210 INVESTM
800	11/28/2007	-\$322.19	1477 NORTHLAND MONEY MARKET	R 800-00000-36210 INVESTM
800	11/28/2007	-\$43.53	1477 NORTHLAND MONEY MARKET	R 800-00000-36210 INVESTM
800	11/28/2007	-\$89.35	1477 NORTHLAND MONEY MARKET	R 800-00000-36210 INVESTM
800	11/28/2007	-\$273.40	1477 NORTHLAND MONEY MARKET	R 800-00000-36210 INVESTM
800	11/28/2007	-\$2,250.00	1477 NORTHLAND MONEY MARKET	R 800-00000-36210 INVESTM
800	11/28/2007	-\$1.11	1477 NORTHLAND MONEY MARKET	R 800-00000-36210 INVESTM
800	11/28/2007	-\$3,768.95	1478 SMITH BARNEY	R 800-00000-36210 INVESTM
800	11/28/2007	-\$1,174.12	1478 SMITH BARNEY	R 800-00000-36210 INVESTM
800	11/28/2007	-\$5,813.44	1479 BAYPORT BANK	R 800-00000-36210 INVESTM
800	11/28/2007	-\$4,925.30	1480 BAYPORT BANK	R 800-00000-36210 INVESTM
800	11/28/2007	-\$4,524.81	1481 BAYPORT BANK	R 800-00000-36210 INVESTM
800	11/28/2007	-\$4,524.81	1482 BAYPORT BANK	R 800-00000-36210 INVESTM
800	11/28/2007	-\$236.63	1483 MM INT WELLS FARGO	R 800-00000-36210 INVESTM
800	11/28/2007	-\$234.53	1484 WELLS FARGO	R 800-00000-36210 INVESTM
800	11/28/2007	-\$39,156.00	1485 WELLS FARGO	R 800-00000-36210 INVESTM
800	11/9/2007	\$45.00	14396 Correction	R 800-00000-36210 INVESTM
800	11/9/2007	-\$45.00	14396 Correction	R 800-00000-36210 INVESTM
800	11/2/2007	\$1,183.74	1434 FS CD 135980 interest	G 800-10100 CASH
800	11/2/2007	-\$1,183.74	1434 FS CD 135980 interest	G 800-10100 CASH
800	11/2/2007	-\$1,183.74	1435 FS CD 135996 interest	G 800-10100 CASH

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name: NOVEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
800	11/2/2007	\$1,183.74	1435 FS CD 135996 interest	G 800-10100 CASH
800	11/2/2007	\$16,889.19	1436 10/16 sell Foster Bank buy FPB	G 800-10100 CASH
800	11/2/2007	-\$16,889.19	1436 10/16 sell Foster Bank buy FPB	G 800-10100 CASH
800	11/2/2007	\$266,000.00	1437 Sell FHLB 10/22 4M Northland	G 800-10100 CASH
800	11/2/2007	-\$266,000.00	1437 Sell FHLB 10/22 4M Northland	G 800-10100 CASH
800	11/2/2007	\$266,000.00	1437 Sell FHLB 10/22 4M Northland	G 800-10100 CASH
800	11/2/2007	-\$266,000.00	1437 Sell FHLB 10/22 4M Northland	G 800-10100 CASH
800	11/9/2007	\$9,964.30	1452	G 800-10100 CASH
800	11/9/2007	\$7,051.89	1457 FHL Mtg step called 9/17 Advanta Bk Drap	G 800-10100 CASH
800	11/9/2007	\$2,000.00	1458 Fed Home interest	G 800-10100 CASH
800	11/9/2007	\$1,183.74	1459 First State CD135980 Interest	G 800-10100 CASH
800	11/9/2007	\$1,183.74	1460 First State CD135996 interest 10/26/07	G 800-10100 CASH
800	11/9/2007	\$16,889.19	1461 Sell Foster Bk buy First Peoples BJ 10/16/	G 800-10100 CASH
800	11/9/2007	-\$266,000.00	1462 FHL Bk sold wire from 4M to Northland 10/	G 800-10100 CASH
800	11/9/2007	\$266,000.00	1462 FHL Bk sold wire from 4M to Northland 10/	G 800-10100 CASH
800	11/9/2007	-\$1,183.74	1464 Reclassify CD interest	G 800-10100 CASH
800	11/9/2007	-\$1,183.74	1464 Reclassify CD interest	G 800-10100 CASH
800	11/27/2007	\$100,000.00	1472 WELLS FARGO	G 800-10100 CASH
800	11/28/2007	\$2,250.00	1477 NORTHLAND MONEY MARKET	G 800-10100 CASH
800	11/28/2007	\$89.35	1477 NORTHLAND MONEY MARKET	G 800-10100 CASH
800	11/28/2007	\$322.19	1477 NORTHLAND MONEY MARKET	G 800-10100 CASH
800	11/28/2007	\$322.19	1477 NORTHLAND MONEY MARKET	G 800-10100 CASH
800	11/28/2007	\$1.11	1477 NORTHLAND MONEY MARKET	G 800-10100 CASH
800	11/28/2007	\$273.40	1477 NORTHLAND MONEY MARKET	G 800-10100 CASH
800	11/28/2007	-\$100,000.00	1478 SMITH BARNEY	G 800-10100 CASH
800	11/28/2007	\$104,943.07	1478 SMITH BARNEY	G 800-10100 CASH
800	11/28/2007	-\$157,783.78	1479 BAYPORT BANK	G 800-10100 CASH
800	11/28/2007	\$164,597.22	1479 BAYPORT BANK	G 800-10100 CASH
800	11/28/2007	-\$114,058.59	1480 BAYPORT BANK	G 800-10100 CASH
800	11/28/2007	\$118,983.89	1480 BAYPORT BANK	G 800-10100 CASH
800	11/28/2007	-\$100,000.00	1481 BAYPORT BANK	G 800-10100 CASH
800	11/28/2007	\$104,524.81	1481 BAYPORT BANK	G 800-10100 CASH
800	11/28/2007	\$104,524.81	1482 BAYPORT BANK	G 800-10100 CASH
800	11/28/2007	-\$100,000.00	1482 BAYPORT BANK	G 800-10100 CASH
800	11/28/2007	\$236.63	1483 MM INT WELLS FARGO	G 800-10100 CASH
800	11/28/2007	\$234.53	1484 WELLS FARGO	G 800-10100 CASH
800	11/28/2007	\$100,000.00	1485 WELLS FARGO	G 800-10100 CASH
800	11/28/2007	\$58,228.52	1485 WELLS FARGO	G 800-10100 CASH
800	11/28/2007	\$300,000.00	1486 4M	G 800-10100 CASH
800	11/2/2007	-\$12,114.87	1436 10/16 sell Foster Bank buy FPB	G 800-11101 INVESTMENTS
800	11/2/2007	-\$94,996.67	1436 10/16 sell Foster Bank buy FPB	G 800-11101 INVESTMENTS
800	11/2/2007	\$95,225.68	1436 10/16 sell Foster Bank buy FPB	G 800-11101 INVESTMENTS
800	11/2/2007	-\$95,225.68	1436 10/16 sell Foster Bank buy FPB	G 800-11101 INVESTMENTS
800	11/2/2007	\$94,996.67	1436 10/16 sell Foster Bank buy FPB	G 800-11101 INVESTMENTS
800	11/2/2007	\$12,114.87	1436 10/16 sell Foster Bank buy FPB	G 800-11101 INVESTMENTS
800	11/2/2007	\$305,755.00	1437 Sell FHLB 10/22 4M Northland	G 800-11101 INVESTMENTS
800	11/2/2007	\$266,000.00	1437 Sell FHLB 10/22 4M Northland	G 800-11101 INVESTMENTS
800	11/2/2007	-\$300,000.00	1437 Sell FHLB 10/22 4M Northland	G 800-11101 INVESTMENTS
800	11/2/2007	-\$305,755.00	1437 Sell FHLB 10/22 4M Northland	G 800-11101 INVESTMENTS
800	11/2/2007	-\$266,000.00	1437 Sell FHLB 10/22 4M Northland	G 800-11101 INVESTMENTS
800	11/2/2007	\$266,000.00	1437 Sell FHLB 10/22 4M Northland	G 800-11101 INVESTMENTS
800	11/2/2007	\$300,000.00	1437 Sell FHLB 10/22 4M Northland	G 800-11101 INVESTMENTS
800	11/2/2007	-\$266,000.00	1437 Sell FHLB 10/22 4M Northland	G 800-11101 INVESTMENTS
800	11/2/2007	-\$218,292.68	1438 DS CD BUY & SELL	G 800-11101 INVESTMENTS
800	11/2/2007	-\$209,049.62	1438 DS CD BUY & SELL	G 800-11101 INVESTMENTS
800	11/2/2007	\$218,292.68	1438 DS CD BUY & SELL	G 800-11101 INVESTMENTS
800	11/2/2007	\$209,049.62	1438 DS CD BUY & SELL	G 800-11101 INVESTMENTS
800	11/9/2007	\$5,333.63	1446 4M 9/31/07	G 800-11101 INVESTMENTS
800	11/9/2007	\$19.60	1447 MJsk interest 9/30	G 800-11101 INVESTMENTS
800	11/9/2007	-\$96,277.88	1448 Sold Chatham Bk buy Countrywide&Indym	G 800-11101 INVESTMENTS
800	11/9/2007	-\$96,277.88	1448 Sold Chatham Bk buy Countrywide&Indym	G 800-11101 INVESTMENTS

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name: NOVEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
800	11/9/2007	\$100,000.00	1448 Sold Chatham Bk buy Countrywide&Indym	G 800-11101 INVESTMENTS
800	11/9/2007	\$100,000.00	1448 Sold Chatham Bk buy Countrywide&Indym	G 800-11101 INVESTMENTS
800	11/9/2007	\$99,975.00	1449 Omini sold bought FCB 9/13	G 800-11101 INVESTMENTS
800	11/9/2007	-\$94,741.83	1449 Omini sold bought FCB 9/13	G 800-11101 INVESTMENTS
800	11/9/2007	\$92,835.05	1450 sold Gwiinnethe buy Fortune Bk 9/19	G 800-11101 INVESTMENTS
800	11/9/2007	\$7,149.95	1450 sold Gwiinnethe buy Fortune Bk 9/19	G 800-11101 INVESTMENTS
800	11/9/2007	-\$94,696.97	1450 sold Gwiinnethe buy Fortune Bk 9/19	G 800-11101 INVESTMENTS
800	11/9/2007	\$95,018.44	1451 1st regional 1st chatham 9/7	G 800-11101 INVESTMENTS
800	11/9/2007	-\$190,045.32	1451 1st regional 1st chatham 9/7	G 800-11101 INVESTMENTS
800	11/9/2007	\$95,011.88	1451 1st regional 1st chatham 9/7	G 800-11101 INVESTMENTS
800	11/9/2007	-\$9,955.85	1452	G 800-11101 INVESTMENTS
800	11/9/2007	\$95,057.04	1453	G 800-11101 INVESTMENTS
800	11/9/2007	-\$95,072.04	1453	G 800-11101 INVESTMENTS
800	11/9/2007	\$310.26	1454 sold Sov Bk, FHL, FMStep, FM,Lasalle	G 800-11101 INVESTMENTS
800	11/9/2007	\$4,000.00	1454 sold Sov Bk, FHL, FMStep, FM,Lasalle	G 800-11101 INVESTMENTS
800	11/9/2007	\$332.93	1454 sold Sov Bk, FHL, FMStep, FM,Lasalle	G 800-11101 INVESTMENTS
800	11/9/2007	\$3,869.38	1454 sold Sov Bk, FHL, FMStep, FM,Lasalle	G 800-11101 INVESTMENTS
800	11/9/2007	\$5,000.00	1454 sold Sov Bk, FHL, FMStep, FM,Lasalle	G 800-11101 INVESTMENTS
800	11/9/2007	\$102.85	1455 Northland MM interest	G 800-11101 INVESTMENTS
800	11/9/2007	-\$164,597.22	1456 FSB CDs13584,13844 but FSB CDs13284,	G 800-11101 INVESTMENTS
800	11/9/2007	\$171,874.84	1456 FSB CDs13584,13844 but FSB CDs13284,	G 800-11101 INVESTMENTS
800	11/9/2007	\$124,244.73	1456 FSB CDs13584,13844 but FSB CDs13284,	G 800-11101 INVESTMENTS
800	11/9/2007	-\$118,983.89	1456 FSB CDs13584,13844 but FSB CDs13284,	G 800-11101 INVESTMENTS
800	11/9/2007	-\$99,281.00	1457 FHL Mtg step called 9/17 Advanta Bk Drap	G 800-11101 INVESTMENTS
800	11/9/2007	\$95,198.11	1457 FHL Mtg step called 9/17 Advanta Bk Drap	G 800-11101 INVESTMENTS
800	11/9/2007	-\$12,114.87	1461 Sell Foster Bk buy First Peoples BJ 10/16/	G 800-11101 INVESTMENTS
800	11/9/2007	\$95,225.68	1461 Sell Foster Bk buy First Peoples BJ 10/16/	G 800-11101 INVESTMENTS
800	11/9/2007	-\$94,996.67	1461 Sell Foster Bk buy First Peoples BJ 10/16/	G 800-11101 INVESTMENTS
800	11/9/2007	-\$305,755.00	1462 FHL Bk sold wire from 4M to Northland 10/	G 800-11101 INVESTMENTS
800	11/9/2007	-\$266,000.00	1462 FHL Bk sold wire from 4M to Northland 10/	G 800-11101 INVESTMENTS
800	11/9/2007	\$266,000.00	1462 FHL Bk sold wire from 4M to Northland 10/	G 800-11101 INVESTMENTS
800	11/9/2007	\$300,000.00	1462 FHL Bk sold wire from 4M to Northland 10/	G 800-11101 INVESTMENTS
800	11/9/2007	-\$104,524.81	1463 First State CD's	G 800-11101 INVESTMENTS
800	11/9/2007	-\$104,524.81	1463 First State CD's	G 800-11101 INVESTMENTS
800	11/9/2007	\$109,146.34	1463 First State CD's	G 800-11101 INVESTMENTS
800	11/9/2007	\$109,146.34	1463 First State CD's	G 800-11101 INVESTMENTS
800	11/9/2007	\$1,183.74	1464 Reclassify CD interest	G 800-11101 INVESTMENTS
800	11/9/2007	\$1,183.74	1464 Reclassify CD interest	G 800-11101 INVESTMENTS
800	11/27/2007	\$250,000.00	1471 WELLS FARGO	G 800-11101 INVESTMENTS
800	11/27/2007	-\$249,375.00	1471 WELLS FARGO	G 800-11101 INVESTMENTS
800	11/27/2007	-\$98,890.00	1472 WELLS FARGO	G 800-11101 INVESTMENTS
800	11/27/2007	\$100,000.00	1473 WELLS FARGO	G 800-11101 INVESTMENTS
800	11/27/2007	-\$98,710.00	1473 WELLS FARGO	G 800-11101 INVESTMENTS
800	11/27/2007	-\$31,251.60	1474 NORTHLAND	G 800-11101 INVESTMENTS
800	11/27/2007	\$30,000.00	1474 NORTHLAND	G 800-11101 INVESTMENTS
800	11/28/2007	-\$99,044.44	1475 NORTHLAND	G 800-11101 INVESTMENTS
800	11/28/2007	\$98,797.50	1475 NORTHLAND	G 800-11101 INVESTMENTS
800	11/28/2007	\$1,202.50	1475 NORTHLAND	G 800-11101 INVESTMENTS
800	11/28/2007	-\$100,000.00	1476 DAIN RAUSCHER	G 800-11101 INVESTMENTS
800	11/28/2007	\$200,000.00	1476 DAIN RAUSCHER	G 800-11101 INVESTMENTS
800	11/28/2007	-\$99,563.00	1476 DAIN RAUSCHER	G 800-11101 INVESTMENTS
800	11/28/2007	\$43.53	1477 NORTHLAND MONEY MARKET	G 800-11101 INVESTMENTS
800	11/28/2007	-\$60,844.00	1485 WELLS FARGO	G 800-11101 INVESTMENTS
800	11/28/2007	-\$58,228.52	1485 WELLS FARGO	G 800-11101 INVESTMENTS
800	11/28/2007	-\$300,000.00	1486 4M	G 800-11101 INVESTMENTS

FUND 800 INVESTM \$0.00

\$216,556.81

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 11/30/2007

DEPT	DEPT Descr	2007 Budget	2007 YTD Amt	Balance	2007 % of Budget Remain
80008	CHARLES LUTZ STREET VACA	\$0.00	\$1,071.92	-\$1,071.92	0.00%
80009	DON THRON VARIANCE	\$0.00	\$0.00	\$0.00	0.00%
80010	JERRY PETERSON ESCROW	\$0.00	\$117.10	-\$117.10	0.00%
80011	CAPTAINS CORNER	\$0.00	\$199.05	-\$199.05	0.00%
FUND 803 P & Z ESCROWS		\$0.00	\$11,106.27	-\$11,106.27	0.00%
		\$3,251,681.64	\$2,550,691.09	\$700,990.55	21.56%

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: NOVEMBER

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
<b>FUND 101 GENERAL</b>						
<b>DEPT 41100 ELECTIONS</b>						
101 AUDREY KELLY	11/20/2007	\$160.00	E	41100	104 ELECTIONS	ELECTION SALAR
101 KAREN LAMPI	11/16/2007	\$160.00	E	41100	104 ELECTIONS	ELECTION SALAR
101 AUDREY KELLY	11/16/2007	\$160.00	E	41100	104 ELECTION	ELECTION SALAR
101 EDITH HOPHAN	11/16/2007	\$65.00	E	41100	104 ELECTION	ELECTION SALAR
101 BEV SCHULTZ	11/16/2007	\$167.50	E	41100	104 ELECTION	ELECTION SALAR
101 BETTY ORNE	11/16/2007	\$80.00	E	41100	104 ELECTION	ELECTION SALAR
101 AUDREY KELLY	11/20/2007	-\$160.00	E	41100	104 CORRECTION	ELECTION SALAR
101 NANCY MCPHERSON	11/16/2007	\$261.00	E	41100	104 ELECTION	ELECTION SALAR
101 MARY LANZ	11/16/2007	\$137.50	E	41100	104 ELECTION	ELECTION SALAR
101 TIM MCDONALD	11/16/2007	\$366.00	E	41100	104 ELECTION	ELECTION SALAR
101 PETTY CASH	11/28/2007	\$37.00	E	41100	220 RECONCILE PETTY CASH	OPERATING SUP
101 STILLWATER GAZETTE	11/21/2007	\$51.35	E	41100	350 NOTICE OF HEARING	PRINTING & PUBL
101 STILLWATER GAZETTE	11/21/2007	\$79.00	E	41100	350 ORDINANCE	PRINTING & PUBL
DEPT 41100 ELECTIONS		\$1,564.35				
<b>DEPT 41200 MAYOR &amp; COUNCIL</b>						
101	11/2/2007	\$1,175.00	E	41200	101 Labor Distribution	WAGES AND SAL
101	11/2/2007	\$11.25	E	41200	121 Labor Distribution	P E R A
101	11/2/2007	\$72.85	E	41200	122 Labor Distribution	CONT TO RET.. S
101	11/2/2007	\$17.03	E	41200	170 Labor Distribution	MEDICARE
101 ECKBERG, LAMMERS, BRIG	11/21/2007	\$1,143.60	E	41200	300 BAYPORT POLICE	PROF SER-LEGAL
101 S E H	11/26/2007	\$583.41	E	41200	301 COUNCIL MTG, STAFF MTG, OA	PROF SER-ENGIN
101 RIVERTOWN NEWSPAPER G	11/26/2007	\$592.00	E	41200	350 Finance Officer Position	PRINTING & PUBL
101 STILLWATER GAZETTE	11/21/2007	-\$46.45	E	41200	350 DUPLICATE INVOICE 6770	PRINTING & PUBL
101 US INTERNET	11/21/2007	\$46.00	E	41200	416 SECURENCE MONTHLY - ADM	REPAIR/MAINT O
DEPT 41200 MAYOR & COUNCIL		\$3,594.69				
<b>DEPT 41240 RECYCLING</b>						
101 MANAGEMENT SERVICES	11/27/2007	\$160.11	E	41240	302 CONSLTING CITY ADMINISTRA	CONTRACT SERV
101 DENNIS DICKINSON	11/26/2007	\$30.00	E	41240	302 RECYCLING PROGRAM	CONTRACT SERV
101 MCGUIRE MANAGEMENT SE	11/16/2007	\$196.26	E	41240	302 PERIOD 10/29/07 - 11/5/2007	CONTRACT SERV
DEPT 41240 RECYCLING		\$386.37				
<b>DEPT 41400 ADMINISTRATION</b>						
101	11/16/2007	\$1,589.56	E	41400	101 Labor Distribution	WAGES AND SAL
101	11/5/2007	\$1,589.56	E	41400	101 Labor Distribution	WAGES AND SAL
101	11/16/2007	\$99.35	E	41400	121 Labor Distribution	P E R A
101	11/5/2007	\$99.35	E	41400	121 Labor Distribution	P E R A
101	11/5/2007	\$97.86	E	41400	122 Labor Distribution	CONT TO RET.. S
101	11/16/2007	\$97.86	E	41400	122 Labor Distribution	CONT TO RET.. S
101	11/16/2007	\$529.65	E	41400	131 Labor Distribution	CONT TO EMPLO
101 MINNESOTA UC FUND/DEPT	11/8/2007	\$34.20	E	41400	140	UNEMPLOYMENT
101	11/5/2007	\$22.89	E	41400	170 Labor Distribution	MEDICARE
101	11/16/2007	\$22.89	E	41400	170 Labor Distribution	MEDICARE
101 ADVANCED IMAGING SOLUT	11/21/2007	\$78.28	E	41400	201 SUPPLIES & DRUM - ADM	OFFICE SUPPLIE
101 INNOVATIVE OFFICE SOLUTI	11/26/2007	\$317.62	E	41400	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 TAYLOR, SARA	11/8/2007	\$45.61	E	41400	201	OFFICE SUPPLIE
101 QUILL	11/27/2007	\$165.35	E	41400	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 SPHERION CORPORATION	11/26/2007	\$911.25	E	41400	302 RONALD SCHULTENOVER	CONTRACT SERV
101 SPHERION CORPORATION	11/26/2007	\$1,032.75	E	41400	302 RONALD SCHULTENOVER	CONTRACT SERV
101 NASH, JOHN	11/26/2007	\$5,075.00	E	41400	302 CONTRACT HOURS - FINANCE	CONTRACT SERV
101 MANAGEMENT SERVICES	11/27/2007	\$1,494.35	E	41400	302 CONSLTING CITY ADMINISTRA	CONTRACT SERV
101 MCGUIRE MANAGEMENT SE	11/16/2007	\$1,831.78	E	41400	302 PERIOD 10/29/07 - 11/5/2007	CONTRACT SERV
101 SPHERION CORPORATION	11/8/2007	\$1,039.50	E	41400	302	CONTRACT SERV
101 NASH, JOHN	11/2/2007	\$2,650.00	E	41400	302	CONTRACT SERV
101 FTN FINANCIAL	11/26/2007	\$37.00	E	41400	302 FTB SAFEKEEPING FEES	CONTRACT SERV
101 SPHERION CORPORATION	11/8/2007	\$1,039.50	E	41400	302	CONTRACT SERV
101 TAYLOR, SARA	11/8/2007	\$152.29	E	41400	400	USE OF PERSON

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: NOVEMBER

FUND Search Name	Tran Date	Act Amount	Typ	DEPT	OBJ Comments	OBJ Descr
101 TAYLOR, SARA	11/26/2007	\$82.69	E	41400	400 MILEAGE REINBURSTMENT	USE OF PERSON
101 PETTY CASH	11/28/2007	\$12.21	E	41400	402 RECONCILE PETTY CASH	CONFERENCES &
101 PETTY CASH	11/28/2007	\$10.21	E	41400	402 RECONCILE PETTY CASH	CONFERENCES &
101 TAYLOR, SARA	11/8/2007	\$7.46	E	41400	402	CONFERENCES &
101 TR COMPUTER SALES LLC	11/21/2007	\$86.25	E	41400	416 COMPUTER CONSULTING - MIK	REPAIR/MAINT O
101 TR COMPUTER SALES LLC	11/27/2007	\$718.75	E	41400	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 NOVA COMMUNICATIONS	11/28/2007	\$480.00	E	41400	416 ANNUAL MAINT. RENEWAL	REPAIR/MAINT O
101 PETTY CASH	11/28/2007	\$0.68	E	41400	430 RECONCILE PETTY CASH	MISC
DEPT 41400 ADMINISTRATION		\$21,451.70				
<b>DEPT 41910 PLANNING &amp; ZONING</b>						
101	11/16/2007	\$3,368.14	E	41910	101 Labor Distribution	WAGES AND SAL
101	11/5/2007	\$3,368.14	E	41910	101 Labor Distribution	WAGES AND SAL
101	11/16/2007	\$210.51	E	41910	121 Labor Distribution	P E R A
101	11/5/2007	\$210.51	E	41910	121 Labor Distribution	P E R A
101	11/5/2007	\$208.53	E	41910	122 Labor Distribution	CONT TO RET., S
101	11/16/2007	\$208.53	E	41910	122 Labor Distribution	CONT TO RET., S
101	11/16/2007	\$1,150.03	E	41910	131 Labor Distribution	CONT TO EMPLO
101	11/5/2007	\$48.77	E	41910	170 Labor Distribution	MEDICARE
101	11/16/2007	\$48.77	E	41910	170 Labor Distribution	MEDICARE
101 HOLIDAY FLEET	11/16/2007	\$144.43	E	41910	212 000-108-553	MOTOR FUELS &
101 MINNESOTA BOOKSTORE	11/1/2007	\$665.71	E	41910	217	MATERIALS & PR
101 MANAGEMENT SERVICES	11/27/2007	\$1,334.24	E	41910	302 CONSLTING CITY ADMINISTRA	CONTRACT SERV
101 MCGUIRE MANAGEMENT SE	11/16/2007	\$1,635.52	E	41910	302 PERIOD 10/29/07 - 11/5/2007	CONTRACT SERV
101 COMMUNITY DEVELOPMENT	11/26/2007	\$10.00	E	41910	402 Promote equitable development:	CONFERENCES &
101 YOUTH SERVICE BUREAU	11/26/2007	\$1,200.00	E	41910	444 2007 CONTRIBUTION	COMMUNITY PRO
DEPT 41910 PLANNING & ZONING		\$13,811.83				
<b>DEPT 41940 MUNICIPAL BUILDINGS</b>						
101 COMCAST	11/27/2007	\$34.95	E	41940	321 PHONES	COMMUNICATION
101 XCEL	11/26/2007	\$414.32	E	41940	380 ELECTRIC	ELECTRIC SERVI
101 XCEL	11/26/2007	\$145.97	E	41940	380 ELECTRIC	ELECTRIC SERVI
101 XCEL	11/26/2007	\$55.51	E	41940	381 ELECTRIC	FUEL FOR HEAT
101 ELECTRO WATCHMAN, INC	11/27/2007	\$63.90	E	41940	420 SECURITY SYSTEM	R & M BLDGS, ST
101 ELECTRO WATCHMAN, INC	11/27/2007	\$95.85	E	41940	420 SECURITY SYSTEM	R & M BLDGS, ST
101 MINNESOTA ELEVATOR	11/27/2007	\$132.44	E	41940	420 ELEVATOR MAINTENANCE	R & M BLDGS, ST
DEPT 41940 MUNICIPAL BUILDINGS		\$942.94				
<b>DEPT 42100 POLICE</b>						
101	11/16/2007	\$1,278.66	E	42100	050 Labor Distribution	SEASONAL/PART
101	11/5/2007	\$1,366.98	E	42100	050 Labor Distribution	SEASONAL/PART
101	11/16/2007	\$10,868.46	E	42100	101 Labor Distribution	WAGES AND SAL
101	11/5/2007	\$11,167.88	E	42100	101 Labor Distribution	WAGES AND SAL
101	11/16/2007	\$702.29	E	42100	102 Labor Distribution	OVERTIME
101	11/5/2007	\$1,255.32	E	42100	102 Labor Distribution	OVERTIME
101	11/5/2007	\$1,541.17	E	42100	121 Labor Distribution	P E R A
101	11/16/2007	\$1,437.18	E	42100	121 Labor Distribution	P E R A
101	11/5/2007	\$42.92	E	42100	122 Labor Distribution	CONT TO RET., S
101	11/16/2007	\$30.57	E	42100	122 Labor Distribution	CONT TO RET., S
101	11/16/2007	\$3,773.00	E	42100	131 Labor Distribution	CONT TO EMPLO
101	11/5/2007	\$159.93	E	42100	170 Labor Distribution	MEDICARE
101	11/16/2007	\$149.91	E	42100	170 Labor Distribution	MEDICARE
101 UNIFORMS UNLIMITED	11/21/2007	\$239.63	E	42100	207 LAURA EASTMAN	UNIFORMS - CHIE
101 UNIFORMS UNLIMITED	11/21/2007	\$79.44	E	42100	208 JAY JACKSON	UNIFORMS - JAY
101 STREICHERS	11/21/2007	\$189.76	E	42100	208 J-JACKSON UNIFORMS	UNIFORMS - JAY
101 HOLIDAY FLEET	11/16/2007	-\$283.52	E	42100	212 000-108-553	MOTOR FUELS &
101 HOLIDAY FLEET	11/16/2007	\$1,846.90	E	42100	212 000-108-553	MOTOR FUELS &
101 WASHINGTON COUNTY SHE	11/21/2007	\$37.27	E	42100	220 ID CARDS	OPERATING SUP
101 ST PAUL STAMP WORKS, IN	11/21/2007	\$47.00	E	42100	220 STAMPED ANIMAL TAGS	OPERATING SUP
101	11/8/2007	-\$90.53	E	42100	220 Reclass Stillwater Towing	OPERATING SUP

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: NOVEMBER

FUND Search Name	Tran Date	Act Amount	Typ	DEPT	OBJ Comments	OBJ Descr
101 UNIFORMS UNLIMITED	11/21/2007	\$510.93	E	42100	220 NEW OFFICER	OPERATING SUP
101 STILLWATER TOWING INC	11/21/2007	\$287.56	E	42100	220 CASE#107501738 - POLICE DEP	OPERATING SUP
101 ECKBERG, LAMMERS. BRIG	11/21/2007	\$62.50	E	42100	300 BAYPORT POLICE	PROF SER-LEGAL
101 ECKBERG, LAMMERS. BRIG	11/21/2007	\$2,034.40	E	42100	300 BAYPORT POLICE	PROF SER-LEGAL
101 NEXTEL COMMUNICATIONS	11/21/2007	\$477.54	E	42100	321 POLICE DEPT PHONE	COMMUNICATION
101 BUREAU OF CRIMINAL APPR	11/21/2007	\$50.00	E	42100	403 PREDATORY OFFENDER REGIS	POLICE TRAININ
101 UNIFORMS UNLIMITED	11/21/2007	\$200.85	E	42100	403 CHIEF	POLICE TRAININ
101 J. R. TRANSMISSION	11/21/2007	\$1,076.25	E	42100	412 DURANGO REPAIR	REP & MAINT VE
101 JOHNNY'S TV	11/21/2007	\$85.65	E	42100	412 EJECT BUTTON BAD	REP & MAINT VE
101 CENTURY AVENUE COLLISI	11/26/2007	\$1,868.17	E	42100	412 2005 DODGE DURANGO - POLIC	REP & MAINT VE
101 TEAM TECHNOLOGY	11/7/2007	-\$195.84	E	42100	416	REPAIR/MAINT O
DEPT 42100 POLICE		\$42,298.23				
<b>DEPT 42200 FIRE PROTECTION</b>						
101	11/2/2007	\$733.33	E	42200	101 Labor Distribution	WAGES AND SAL
101	11/2/2007	\$12.92	E	42200	122 Labor Distribution	CONT TO RET., S
101	11/2/2007	\$7.01	E	42200	170 Labor Distribution	MEDICARE
101 HOLIDAY FLEET	11/16/2007	\$562.05	E	42200	212 000-108-553	MOTOR FUELS &
101 BOUND TREE MEDICAL, LLC	11/27/2007	\$155.71	E	42200	220 LATEX GLOVES	OPERATING SUP
101 MUNICIPAL EMERGENCY SE	11/26/2007	\$206.47	E	42200	240 BAYPORT FIRE DEPT.	SMALL TOOLS-E
101 MUNICIPAL EMERGENCY SE	11/7/2007	-\$412.94	E	42200	240	SMALL TOOLS-E
101 BUEGE STEVE	11/27/2007	\$10.18	E	42200	240 REIMBURSEMENT FOR OFFICE	SMALL TOOLS-E
101 DISCOUNT TIRE CO	11/27/2007	\$140.95	E	42200	412 FIRE DEPARTMENT TIRE	REP & MAINT VE
101 OUTDOOR POWER REPAIR	11/27/2007	\$96.41	E	42200	419 REPAIR FUEL SYSTEM	REPAIR & MAINT
101 BELL, MICHAEL	11/27/2007	\$193.06	E	42200	430 LODGING REIMBURSTMENT	MISC
DEPT 42200 FIRE PROTECTION		\$1,705.15				
<b>DEPT 43100 STREET MAINT</b>						
101	11/5/2007	\$1,603.20	E	43100	101 Labor Distribution	WAGES AND SAL
101	11/16/2007	\$1,603.20	E	43100	101 Labor Distribution	WAGES AND SAL
101	11/16/2007	\$135.00	E	43100	102 Labor Distribution	OVERTIME
101	11/5/2007	\$100.21	E	43100	121 Labor Distribution	P E R A
101	11/16/2007	\$108.65	E	43100	121 Labor Distribution	P E R A
101	11/5/2007	\$99.40	E	43100	122 Labor Distribution	CONT TO RET., S
101	11/16/2007	\$107.48	E	43100	122 Labor Distribution	CONT TO RET., S
101	11/16/2007	\$569.19	E	43100	131 Labor Distribution	CONT TO EMPLO
101	11/5/2007	\$23.25	E	43100	170 Labor Distribution	MEDICARE
101	11/16/2007	\$25.15	E	43100	170 Labor Distribution	MEDICARE
101 ARAMARK	11/26/2007	\$143.44	E	43100	205 3 JACKETS - UNIFORMS	UNIFORMS - JOS
101 ARAMARK	11/7/2007	-\$143.44	E	43100	205	UNIFORMS - JOS
101 ARAMARK	11/7/2007	-\$78.44	E	43100	205	UNIFORMS - JOS
101 HOLIDAY FLEET	11/16/2007	\$791.68	E	43100	212 000-108-553	MOTOR FUELS &
101 AMERICAN FLAGPOLE & FLA	11/27/2007	\$159.54	E	43100	220 US NYLON FLAG	OPERATING SUP
101 AMERICAN FLAGPOLE & FLA	11/27/2007	\$146.97	E	43100	220 MN. FLAG	OPERATING SUP
101	11/8/2007	\$90.53	E	43100	220 Reclass Stillwater Towing	OPERATING SUP
101 ZIEGLER INC.	11/27/2007	\$283.30	E	43100	412 REPAIR ON BASKET	REP & MAINT VE
101 SHEMIN NURSERIES, INC	11/27/2007	\$617.17	E	43100	423 MULCH & LIBERTY MIX	SIDEWALKS, CUR
101 DAVE BELL MASONRY	11/27/2007	\$68.00	E	43100	423 REMOVE SIDEWALK	SIDEWALKS, CUR
DEPT 43100 STREET MAINT		\$6,453.48				
<b>DEPT 43200 PARKS</b>						
101	11/16/2007	\$900.00	E	43200	101 Labor Distribution	WAGES AND SAL
101	11/5/2007	\$900.00	E	43200	101 Labor Distribution	WAGES AND SAL
101	11/16/2007	\$56.25	E	43200	121 Labor Distribution	P E R A
101	11/5/2007	\$56.25	E	43200	121 Labor Distribution	P E R A
101	11/5/2007	\$53.79	E	43200	122 Labor Distribution	CONT TO RET., S
101	11/16/2007	\$53.93	E	43200	122 Labor Distribution	CONT TO RET., S
101	11/16/2007	\$249.51	E	43200	131 Labor Distribution	CONT TO EMPLO
101	11/5/2007	\$12.58	E	43200	170 Labor Distribution	MEDICARE
101	11/16/2007	\$12.61	E	43200	170 Labor Distribution	MEDICARE

CITY OF BAYPORT

11/28/07 4:09 PM

Page 4

MONTHLY EXPENSES

Period Name: NOVEMBER

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
101 ARAMARK	11/7/2007	-336.78	E	43200	204	UNIFORMS - VER
101 ARAMARK	11/26/2007	537.33	E	43200	204 WORK SHIRTS	UNIFORMS - VER
101 ZIEGLER INC.	11/27/2007	1116.88	E	43200	212 RENTAL TRANSPORT	MOTOR FUELS &
101 HOLIDAY FLEET	11/16/2007	1107.12	E	43200	212 000-108-553	MOTOR FUELS &
101 MENARDS-STILLWATER	11/26/2007	118.83	E	43200	420 EVEREADY HVY DTY 2 PK BATT	R & M BLDGS, ST
101 AIR FRESH PORTABLE TOIL	11/27/2007	5570.31	E	43200	425 MONTHLY RENTAL/SATILLIT	SATILLITIES
DEPT 43200 PARKS		3108.61				
DEPT 43300 CEMETERY						
101 CENTURY POWER EQUIPME	11/26/2007	25.43	E	43300	412 ENGINE OIL	REP & MAINT VE
101 CENTURY POWER EQUIPME	11/26/2007	101.87	E	43300	412 FUEL FILTER& REPAIR	REP & MAINT VE
DEPT 43300 CEMETERY		127.30				
FUND 101 GENERAL		95,444.65				
FUND 206 WATER/SEWER IMPROVEMENT FUND						
DEPT 41605 INFLOW/INFILTRATION						
206 S E H	11/26/2007	649.17	E	41605	301 INFLOW & INFILTRATION	PROF SER-ENGIN
DEPT 41605 INFLOW/INFILTRATION		649.17				
FUND 206 WATER/SEWER IMPROVEMENT FUND		649.17				
FUND 207 PARK IMPROVEMENT FUND						
DEPT 44100 PROJECT						
207 SANDERS WACKER BERGLY	11/28/2007	495.00	E	44100	306 LANDSCAPE ARCHITECTURAL	PROF SER-OTHE
207 PLAYPOWER	11/26/2007	51,210.99	E	44100	530 PLAYGROUND EQUIPMENT	CAPITAL OUTLAY
207 ZIEGLER INC.	11/27/2007	4,206.75	E	44100	530 LOADER RENTAL	CAPITAL OUTLAY
207 MILLER EXCAVATING	11/27/2007	1,350.00	E	44100	530 MOVE SAND PARK PLAY GROU	CAPITAL OUTLAY
207 FLANAGAN SALES, INC.	11/27/2007	1,613.74	E	44100	530 WOOD CHIPS - PLAYGROUND	CAPITAL OUTLAY
207 JANSEN BUILDERS INC	11/7/2007	85,595.00	E	44100	530	CAPITAL OUTLAY
DEPT 44100 PROJECT		144,471.48				
FUND 207 PARK IMPROVEMENT FUND		144,471.48				
FUND 209 DEVELOPER REIMBURSED PROJECTS						
DEPT 41911 BAYTOWN DEVELOPMENTS						
209 ECKBERG, LAMMERS, BRIG	11/21/2007	238.90	E	41911	300 BAYTOWN WATER EXTEN	PROF SER-LEGAL
DEPT 41911 BAYTOWN DEVELOPMENTS		238.90				
FUND 209 DEVELOPER REIMBURSED PROJECTS		238.90				
FUND 211 LIBRARY						
DEPT 45500 LIBRARY						
211	11/5/2007	2,051.51	E	45500	050 Labor Distribution	SEASONAL/PART
211	11/16/2007	2,610.95	E	45500	050 Labor Distribution	SEASONAL/PART
211	11/16/2007	2,549.81	E	45500	101 Labor Distribution	WAGES AND SAL
211	11/5/2007	2,549.81	E	45500	101 Labor Distribution	WAGES AND SAL
211	11/5/2007	265.85	E	45500	121 Labor Distribution	P E R A
211	11/16/2007	299.23	E	45500	121 Labor Distribution	P E R A
211	11/5/2007	279.09	E	45500	122 Labor Distribution	CONT TO RET., S
211	11/16/2007	313.77	E	45500	122 Labor Distribution	CONT TO RET., S
211	11/16/2007	554.32	E	45500	131 Labor Distribution	CONT TO EMPLO
211	11/5/2007	65.26	E	45500	170 Labor Distribution	MEDICARE
211	11/16/2007	73.36	E	45500	170 Labor Distribution	MEDICARE
211 CHICAGO DISTRIBUTION CE	11/21/2007	21.77	E	45500	217 MINNESOTA HISTORICAL SOCI	MATERIALS & PR
211 WASHINGTON COUNTY LIBR	11/21/2007	447.78	E	45500	217 BAYPORT LIBRARY REFERENC	MATERIALS & PR
211 BAKER & TAYLOR	11/26/2007	1,595.76	E	45500	217 BOOKS - LIBRARY	MATERIALS & PR

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: NOVEMBER

FUND Search Name	Tran Date	Act Amount	Typ	DEPT	OBJ Comments	OBJ Descr
211 BAKER & TAYLOR	11/26/2007	\$394.87	E	45500	217 BOOKS - LIBRARY	MATERIALS & PR
211 BAKER & TAYLOR	11/26/2007	\$183.29	E	45500	217 BOOKS - LIBRARY	MATERIALS & PR
211 BAKER & TAYLOR	11/26/2007	\$50.28	E	45500	217 BOOKS - LIBRARY	MATERIALS & PR
211 INNOVATIVE OFFICE SOLUTI	11/21/2007	\$170.79	E	45500	220 LIBRARY - TAPE & PAPER ROLL	OPERATING SUP
211 KINDER MELODIES	11/21/2007	\$675.00	E	45500	302 STORY TIME - LIBRARY	CONTRACT SERV
211 TRU-CLEAN MAINTENANCE	11/21/2007	\$1,725.00	E	45500	302 CLEANING SERVICE - LIBRARY	CONTRACT SERV
211 INTEGRA TELECOM	11/26/2007	\$19.72	E	45500	321 MARKET EXPANSION LINE -LIB	COMMUNICATION
211 OFFICE OF ENT TECHNOLO	11/21/2007	\$61.79	E	45500	321 LIBRARY - TELECOM SERV.	COMMUNICATION
211 XCEL	11/26/2007	\$907.04	E	45500	380 ELECTRIC	ELECTRIC SERVI
211 XCEL	11/26/2007	\$8.14	E	45500	380 ELECTRIC	ELECTRIC SERVI
211 WASHINGTON COUNTY LIBR	11/21/2007	\$845.83	E	45500	391 BAYPORT LIBRARY REFERENC	SHARED AUTOMA
211	11/8/2007	-\$118.08	E	45500	400 Reclass Dan St. Clair	USE OF PERSON
211 MACDONALD, KATHY	11/21/2007	\$194.97	E	45500	400 LIBRARY - MILEAGE	USE OF PERSON
211 TOSHIBA BUSINESS SOLUTI	11/21/2007	\$36.55	E	45500	416 LIBRARY - REPAIR BAND 1	REPAIR/MAINT O
211 ST CROIX GLASS CLEANING	11/21/2007	\$525.00	E	45500	420 GLASS WASH IN/OUT - LIBRAR	R & M BLDGS. ST
211 PLUNKETT'S PEST CONTRO	11/21/2007	\$93.60	E	45500	420 LIBRARY - PEST CONTROL	R & M BLDGS. ST
211 SVL SERVICE CORPORATIO	11/26/2007	\$285.80	E	45500	420 SERVICE PERFORMED/PARTS/	R & M BLDGS. ST
211 SVL SERVICE CORPORATIO	11/26/2007	\$65.25	E	45500	420 SERVICE PERFORMED/PARTS/	R & M BLDGS. ST
211 VAN PAPER CO	11/21/2007	\$71.10	E	45500	420 DISPENSER/PINK LOTION - LIB	R & M BLDGS. ST
211	11/8/2007	\$118.08	E	45500	420 Reclass Dan St. Clair	R & M BLDGS. ST
211 TRU GREEN CHEMLAWN	11/21/2007	\$45.00	E	45500	420 APPLIED A WINTERIZER - LIBR	R & M BLDGS. ST
211 ELECTRO WATCHMAN, INC	11/27/2007	\$60.00	E	45500	420 SECURITY SYSTEM	R & M BLDGS. ST
211 ELECTRO WATCHMAN, INC	11/27/2007	\$120.00	E	45500	420 ANNUAL FIRE INSPECTION	R & M BLDGS. ST
211 ECOWATER	11/21/2007	\$8.25	E	45500	420 RENT ON WATER COOLER - LIB	R & M BLDGS. ST
211 VAN PAPER CO	11/16/2007	\$127.00	E	45500	420 054679-00	R & M BLDGS. ST
DEPT 45500 LIBRARY		\$20,352.54				
FUND 211 LIBRARY		\$20,352.54				
FUND 601 WATER						
DEPT 46120 WATER						
601	11/5/2007	\$2,481.21	E	46120	101 Labor Distribution	WAGES AND SAL
601	11/16/2007	\$2,481.21	E	46120	101 Labor Distribution	WAGES AND SAL
601	11/5/2007	\$140.25	E	46120	102 Labor Distribution	OVERTIME
601	11/16/2007	\$155.11	E	46120	121 Labor Distribution	P E R A
601	11/5/2007	\$163.85	E	46120	121 Labor Distribution	P E R A
601	11/5/2007	\$155.38	E	46120	122 Labor Distribution	CONT TO RET., S
601	11/16/2007	\$146.69	E	46120	122 Labor Distribution	CONT TO RET., S
601	11/16/2007	\$816.09	E	46120	131 Labor Distribution	CONT TO EMPLO
601	11/5/2007	\$36.35	E	46120	170 Labor Distribution	MEDICARE
601	11/16/2007	\$34.32	E	46120	170 Labor Distribution	MEDICARE
601 HOLIDAY FLEET	11/16/2007	\$290.95	E	46120	212 000-108-553	MOTOR FUELS &
601 HAWKINS WATER	11/26/2007	\$20.00	E	46120	216 CHLORINE CYLINDER	CHEMICALS AND
601 HAWKINS WATER	11/26/2007	\$75.10	E	46120	216 WATER TEST/ CHLORINE	CHEMICALS AND
601 HAWKINS WATER	11/26/2007	\$75.10	E	46120	216 WATER TEST/ CHLORINE	CHEMICALS AND
601 MENARDS-STILLWATER	11/26/2007	\$15.91	E	46120	220 EVEREADY HVY DTY 2 PK BATT	OPERATING SUP
601 BLUESTONE ENGINEERING	11/6/2007	\$652.50	E	46120	301	PROF SER-ENGIN
601 MCGUIRE MANAGEMENT SE	11/16/2007	\$1,439.26	E	46120	302 PERIOD 10/29/07 - 11/5/2007	CONTRACT SERV
601 MANAGEMENT SERVICES	11/27/2007	\$1,174.13	E	46120	302 CONSLTING CITY ADMINISTRA	CONTRACT SERV
601 ONE CALL CONCEPTS	11/27/2007	\$102.90	E	46120	307 ON CALL CHARGE	GOPHER STATE
601 XCEL	11/6/2007	\$58.60	E	46120	380	ELECTRIC SERVI
601 XCEL	11/26/2007	\$329.54	E	46120	380 ELECTRIC	ELECTRIC SERVI
601 XCEL	11/26/2007	\$43.22	E	46120	380 ELECTRIC	ELECTRIC SERVI
601 XCEL	11/26/2007	\$264.27	E	46120	381 ELECTRIC	FUEL FOR HEAT
601 CASPERSON MOTORS	11/26/2007	\$62.94	E	46120	412 REPLACE IDLER PULLEY	REP & MAINT VE
601 MINNESOTA DEPT OF HEAL	11/26/2007	\$1,098.00	E	46120	434 Water Supply Service Connection	STATE FEES FOR
DEPT 46120 WATER		\$12,312.88				

CITY OF BAYPORT

11/28/07 4:09 PM

Page 6

MONTHLY EXPENSES

Period Name: NOVEMBER

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
FUND 601 WATER		\$12,312.88				
<b>FUND 602 SEWER</b>						
<b>DEPT 46200 SEWER - OPERATING</b>						
602	11/5/2007	\$3,711.94	E	46200	101 Labor Distribution	WAGES AND SAL
602	11/16/2007	\$3,381.18	E	46200	101 Labor Distribution	WAGES AND SAL
602	11/5/2007	\$140.24	E	46200	102 Labor Distribution	OVERTIME
602	11/16/2007	\$211.28	E	46200	121 Labor Distribution	P E R A
602	11/5/2007	\$220.06	E	46200	121 Labor Distribution	P E R A
602	11/16/2007	\$200.59	E	46200	122 Labor Distribution	CONT TO RET., S
602	11/5/2007	\$229.65	E	46200	122 Labor Distribution	CONT TO RET., S
602	11/16/2007	\$1,065.54	E	46200	131 Labor Distribution	CONT TO EMPLO
602	11/16/2007	\$46.88	E	46200	170 Labor Distribution	MEDICARE
602	11/5/2007	\$53.68	E	46200	170 Labor Distribution	MEDICARE
602 HOLIDAY FLEET	11/16/2007	\$482.14	E	46200	212 000-108-553	MOTOR FUELS &
602 T. R. F. SUPPLY	11/27/2007	\$704.71	E	46200	220 CAN LINERS & TOWELS	OPERATING SUP
602 MANAGEMENT SERVICES	11/27/2007	\$1,174.13	E	46200	302 CONSLTING CITY ADMINISTRA	CONTRACT SERV
602 MCGUIRE MANAGEMENT SE	11/16/2007	\$1,439.26	E	46200	302 PERIOD 10/29/07 - 11/5/2007	CONTRACT SERV
602 ROETTGER WELDING	11/27/2007	\$10.00	E	46200	416 1/8 X 1 1/2 ANGLE	REPAIR/MAINT O
602 MILLER EXCAVATING	11/27/2007	\$64.50	E	46200	419 PICK UP BLACK DIRT	REPAIR & MAINT
602 AUTOMATIC SYSTEMS CO	11/21/2007	\$292.25	E	46200	419 SERVICE CALL TO LIFT 2 - SEW	REPAIR & MAINT
602 AUTOMATIC GARAGE DOOR	11/7/2007	-\$292.25	E	46200	419	REPAIR & MAINT
DEPT 46200 SEWER - OPERATING		\$13,135.78				
<b>DEPT 46990 SEWER - NON-OPERATING</b>						
602 METROPOLITAN COUNCIL (S	11/26/2007	\$24,019.57	E	46990	434 MONTHLY ANNUAL FLOW	STATE FEES FOR
DEPT 46990 SEWER - NON-OPERATING		\$24,019.57				
FUND 602 SEWER		\$37,155.35				
<b>FUND 803 P &amp; Z ESCROWS</b>						
<b>DEPT 80001 ANDERSEN ESCROW</b>						
803 ECKBERG, LAMMERS. BRIG	11/21/2007	\$68.75	E	80001	815 ANDERSEN	ESCROW EXPEN
DEPT 80001 ANDERSEN ESCROW		\$68.75				
<b>DEPT 80011 CAPTAINS CORNER</b>						
803 WASHINGTON COUNTY SUR	11/26/2007	\$62.00	E	80011	815 MAILING-CAPTAINS CORNER	ESCROW EXPEN
DEPT 80011 CAPTAINS CORNER		\$62.00				
FUND 803 P & Z ESCROWS		\$130.75				
		\$310,755.72				

## City of Bayport

294 North 3rd Street  
Bayport, MN 55003  
Phone: 651-275-4404  
Fax: 651-275-4411

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### Building Permit Log

For: November, 2007

Printed:11/28/2007

Page1 of 3

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<b>Permit Number:</b> BP2007-87	<b>Filing Date:</b> 11/1/2007
<b>Parcel Address:</b> 501 Minnesota St. S.	BAYPORT, MN 55003
<b>Applicant:</b> EZCEL ROOFING	<b>Applicant Phone:</b> 763-712-0757
EZCEL ROOFING General Contractor	
<b>Construction Value:</b> \$3,812.00	<b>Total Fees:</b> \$105.16

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<b>Permit Number:</b> BP2007-88	<b>Filing Date:</b> 11/1/2007
<b>Parcel Address:</b> 628 OAKWOOD St.	BAYPORT, MN 55003
<b>Applicant:</b> TIM ALLEN CUSTOM HOMES	<b>Applicant Phone:</b> 763-856-4180
TIM ALLEN CUSTOM HOMES General Contractor	
<b>Construction Value:</b> \$280,000.00	<b>Total Fees:</b> \$8,440.64

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<b>Permit Number:</b> BP2007-89	<b>Filing Date:</b> 11/7/2007
<b>Parcel Address:</b> 471 MINNESOTA St. S.	BAYPORT, MN 55003
<b>Applicant:</b> GEORGE PETERSON	<b>Applicant Phone:</b> 218-340-7565
OWNER OWNER	
<b>Construction Value:</b> \$25,000.00	<b>Total Fees:</b> \$425.50

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<b>Permit Number:</b> BP2007-90	<b>Filing Date:</b> 11/7/2007
<b>Parcel Address:</b> 195 6TH St. S.	BAYPORT, MN 55003
<b>Applicant:</b> LAMPERT EXTERIORS	<b>Applicant Phone:</b> 651-695-3680
LAMPERT EXTERIORS General Contractor	
<b>Construction Value:</b> \$4,000.00	<b>Total Fees:</b> \$105.25

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<b>Permit Number:</b> BP2007-91	<b>Filing Date:</b> 11/7/2007
<b>Parcel Address:</b> 339 2nd Street N.	Bayport, MN 55003
<b>Applicant:</b> NANCY HAMBLE	<b>Applicant Phone:</b> 651-439-8269
<b>Construction Value:</b> \$1,000.00	<b>Total Fees:</b> \$41.75

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**Building Permit Log**

For: November, 2007

Printed:11/28/2007

Page2 of 3

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**Permit Number:** BP2007-92  
**Parcel Address:** 777 4TH Ave. N.  
**Applicant:**BUILDING & REMODELING AND  
BUILDING & REMODELING AND SIDING INC  
**Construction Value:**\$3,400.00  
**Filing Date:** 11/7/2007  
BAYPORT, MN 55003  
**Applicant Phone:** 715-247-5001  
**Total Fees:** \$104.95

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**Permit Number:** BP2007-93  
**Parcel Address:** 301 PRAIRIE WAY S.  
**Applicant:**MAIN STREET BUILDERS  
MAIN STREET BUILDERS RESIDENTIAL BUILDER  
**Construction Value:**\$284,000.00  
**Filing Date:** 11/9/2007  
BAYPORT, MN 55003  
**Applicant Phone:** 651-208-9775  
**Total Fees:** \$8,482.24

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**Permit Number:** BP2007-94  
**Parcel Address:** 472 4TH St. S.  
**Applicant:**WEATHERGUARD  
WEATHERGUARD CONSTRUCTION General  
**Construction Value:**\$3,839.00  
**Filing Date:** 11/14/2007  
BAYPORT, MN 55003  
**Applicant Phone:** 651-439-4320  
**Total Fees:** \$105.17

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**Permit Number:** BP2007-95  
**Parcel Address:** 543 7TH St. N.  
**Applicant:**ALL PRO WINDOWS &  
ALL PRO WINDOWS & EXTERIORS INC General  
**Construction Value:**\$4,500.00  
**Filing Date:** 11/20/2007  
BAYPORT, MN 55003  
**Applicant Phone:** 651-214-2888  
**Total Fees:** \$120.25

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**Permit Number:** BP2007-96  
**Parcel Address:** 339 MINNESOTA St.  
**Applicant:**JONATHAN VOLLMERS  
OWNER OWNER  
**Construction Value:**\$4,000.00  
**Filing Date:** 11/21/2007  
BAYPORT, MN 55003  
**Applicant Phone:** 651-248-6127  
**Total Fees:** \$105.25

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**Permit Number:** EG2007-7  
**Parcel Address:** 2 CENTRAL Ave.  
**Applicant:**XCEL ENERGY  
XCEL ENERGY UTILITIES  
**Construction Value:**  
**Filing Date:** 11/16/2007  
BAYPORT, MN 55003  
**Applicant Phone:** 651-779-3106  
**Total Fees:** \$250.00

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**Building Permit Log**

For: November, 2007

Printed:11/28/2007

Page3 of 3

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**Permit Number:** MC2007-51  
**Parcel Address:** 491 6th Street N.  
**Applicant:** APOLLO HEATING & VENTILATING  
APOLLO HEATING & VENTILATING CORPORATION  
**Construction Value:** \$2,600.00  
**Filing Date:** 11/9/2007  
Bayport, MN 55003  
**Applicant Phone:** 651-770-0603  
**Total Fees:** \$75.50

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**Permit Number:** MC2007-52  
**Parcel Address:** 356 3RD St. S.  
**Applicant:** LEWIS HEATING & AIR  
LEWIS HEATING & AIR MECHANICAL  
**Construction Value:** \$8,000.00  
**Filing Date:** 11/16/2007  
BAYPORT, MN 55003  
**Applicant Phone:** 612-940-4565  
**Total Fees:** \$75.50

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**Permit Number:** MC2007-53  
**Parcel Address:** 301 PRAIRIE WAY S.  
**Applicant:** ANDERSON HEATING, INC.  
ANDERSON HEATING, INC. MECHANICAL  
**Construction Value:** \$12,147.00  
**Filing Date:** 11/19/2007  
BAYPORT, MN 55003  
**Applicant Phone:** 715-549-6297  
**Total Fees:** \$75.50

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**Permit Number:** PL2007-28  
**Parcel Address:** 356 3RD St. S.  
**Applicant:** DAD,S PLUMBING & HEATING  
DAD,S PLUMBING & HEATING CO Plumber-Gasfitting  
**Construction Value:** \$10,000.00  
**Filing Date:** 11/16/2007  
BAYPORT, MN 55003  
**Applicant Phone:** 651-433-2095  
**Total Fees:** \$75.50

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**CITY OF BAYPORT**  
**294 NORTH THIRD STREET**  
**BAYPORT, MINNESOTA 55003**  
**PHONE 651-275-4404 FAX 651-275-4411**

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Date: November 28, 2007  
To: Mayor and City Council  
Mike McGuire, City Administrator  
From: Sara Taylor, Assistant City Administrator  
Subject: Tobacco license renewals for 2008

### ***BACKGROUND***

Licenses issued by the City of Bayport for the sale of tobacco products expire on December 31, 2007. The following establishments have applied for renewal of their licenses for 2008 and have supplied the city with all necessary documents and fees to process their applications.

### **Establishment**

Bayport Liquors  
102 North 3<sup>rd</sup> Street

Holiday Station Stores  
174 North 3<sup>rd</sup> Street

Due to the recent indoor smoking ban, Captains Corner and Greystone Bar have decided not to renew their tobacco license. Please refer to the attached memo from Police Chief Eastman regarding the tobacco compliance checks at the establishments listed above.

### ***RECOMMENDATION***

Staff recommends the City Council adopt a motion approving the renewal of tobacco licenses for 2008, as the establishments were found to have no substantial violations of the current laws of Minnesota and city ordinances relating to tobacco sales.



CITY OF BAYPORT  
294 NORTH THIRD STREET  
BAYPORT, MINNESOTA 55003  
PHONE 651-275-4404 FAX 651-275-4411

---

Date: November 26, 2007  
To: Council Members and  
City Administrator Michael McGuire  
From: Chief of Police Laura Eastman  
Subject: Tobacco compliance checks.

The following tobacco compliance checks were completed on April 22, 2007 and November 22, 2007:

Bayport Liquor  
Captains Corner  
Greystone Bar  
Holiday Gas Station

All establishments passed and my recommendation is that each license be renewed at this time.



**CITY OF BAYPORT**  
**294 NORTH THIRD STREET**  
**BAYPORT, MINNESOTA 55003**  
**PHONE 651-275-4404 FAX 651-275-4411**

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Date: November 26, 2007  
To: Mayor and City Council  
Mike McGuire, City Administrator  
From: Sara Taylor, Assistant City Administrator  
Subject: Liquor license renewals for 2008

***BACKGROUND***

Liquor licenses issued by the City of Bayport expire on December 31, 2007. The following establishments have applied for renewal of their licenses for 2008 and have supplied the city with all necessary documents and fees to process their applications.

<u>Establishment</u>	<u>License Type</u>
Hesley Jensen American Legion Post 491 263 North 3 <sup>rd</sup> Street	Club on-sale and Sunday
Bayport Cookery 328 North 5 <sup>th</sup> Avenue	On-sale and Sunday
Bayport Liquors 102 North 3 <sup>rd</sup> Street	Off sale
Captain's Corner 193 North 3 <sup>rd</sup> Street	On-sale, off sale, and Sunday
Greystone Bar 143 North 3 <sup>rd</sup> Street	On-sale, off sale, and Sunday
Holiday Station Stores 174 North 3 <sup>rd</sup> Street	Off-sale (non-intoxicating)
La Cocinita 338 North 5 <sup>th</sup> Avenue	On-sale and Sunday
Woody's Bar and Grill 109 North 3 <sup>rd</sup> Street	On-sale, off-sale, and Sunday

Please refer to the attached memo from Police Chief Eastman regarding the liquor compliance checks at the establishments listed above.

***RECOMMENDATION***

Staff recommends the City Council adopt a motion approving the renewal of liquor licenses for 2008, as the establishments were found to have no substantial violations of the current laws of Minnesota and city ordinances relating to liquor sales.



CITY OF BAYPORT  
294 NORTH THIRD STREET  
BAYPORT, MINNESOTA 55003  
PHONE 651-275-4404 FAX 651-275-4411

---

Date: November 26, 2007  
To: Council Members and  
City Administrator Michael McGuire  
From: Chief of Police Laura Eastman  
Subject: Alcohol compliance checks.

The following alcohol compliance checks were completed on November 23, 2007:

American Legion  
Bayport Cookery  
Bayport Liquors  
Captains Corner  
Greystone Bar  
Holiday Gas Station  
La Cocinita  
Woody's Bar and Grill

All establishments passed an alcohol compliance check and my recommendation is that each license be renewed at this time.

However it should be noted, that on 4/21/07 and 9/26/02, La Cocinita failed. On 11/25/06 Captain's corner failed. On 7/27/06 the American Legion failed. Due to the increase in "failures" in the most recent past, the administrative fines and fee schedule was discussed.

On November 5, 2007 during the council meeting the fee schedule was approved. At that time, the council discussed whether they wanted to increase the administrative fines for establishments that failed compliance checks. The council chose not to increase the fines, but agreed that existing fines (per the fee schedule) would be assigned for future establishments that fail compliance checks.



CITY OF BAYPORT  
294 NORTH THIRD STREET  
BAYPORT, MINNESOTA 55003  
PHONE 651-275-4404 FAX 651-275-4411

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Date: November 26, 2007  
To: Mayor and City Council  
From: Mike McGuire, City Administrator  
Wanda Madsen, Finance Officer  
Subject: Certification of Past Due Water and Sewer  
Bills to 2008 Property Taxes

### ***BACKGROUND***

Bayport's Municipal Code contains provisions allowing the city to certify past due water and sewer bills to a homeowner's property taxes. This certification is due to the county no later than December 28, 2007.

Attached is a list of accounts as of November 26, 2007, that have past due balances. Delinquency notices were sent to these customers, and collection efforts will continue over the next month. Any accounts on this list that still have past due balances by the cut-off date will be certified to the county.

### ***RECOMMENDATION***

City staff recommends that the City Council accept the attached list of past due Water and Sewer bills for certification to Washington County.

**City of Bayport  
Certification List  
Delinquent Water & Sewer Accounts  
As of November 26, 2007**

<b>OWNER NAME</b>	<b>PROPERTY ADDRESS</b>	<b>PID NUMBER</b>	<b>AMOUNT</b>
Allen, Robin	110 4 <sup>th</sup> Avenue North	11.029.20.22.0003	\$353.19
Alston, Antonio	320 5 <sup>th</sup> Street South	10.029.20.41.0016	\$171.98
Anderson, Cary	787 5 <sup>th</sup> Street North	03.029.20.44.0024	\$169.78
Gramenz, Frederik & Debbie	585 9 <sup>th</sup> Street North	10.029.20.12.0010	\$364.98
Home Q Servicing	520 9 <sup>th</sup> Street North	10.029.20.12.0021	\$646.80
Johnson, Duane	387 5 <sup>th</sup> Street North	10.029.20.11.0040	\$845.90
Palmer, Ann	457 6 <sup>th</sup> Street North	10.029.20.11.0028	\$1,856.12
Robert Fleming & Associates	203 5 <sup>th</sup> Street North	10.029.20.14.0012	\$511.08
Schultz, Brian	165 4 <sup>th</sup> Avenue North	11.029.20.22.0090	\$223.52
Weaver, Scott	388 5 <sup>th</sup> Street North	10.029.20.11.0052	\$514.18
Wegier, Peter	468 3 <sup>rd</sup> Street South	11.029.20.32.0119	\$907.92



CITY OF BAYPORT  
294 NORTH THIRD STREET  
BAYPORT, MINNESOTA 55003  
PHONE 651-275-4404 FAX 651-275-4411

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Date: November 28, 2007

To: Mayor and City Council

From: Mike McGuire, City Administrator  
Wanda Madsen, Finance Officer

**Subject: Certification of past due waste collection bills to property taxes payable in 2008**

***BACKGROUND***

According to the City's agreement with Allied Waste Services, the City shall, at the request of Allied Waste Services, certify for collection with real estate taxes, all accounts subject to the agreement and billed by Allied Waste that are at least sixty (60) days in arrears as of October 2<sup>nd</sup> upon proper documentation of such delinquent accounts being submitted to the City. A penalty charge of \$25.00 or ten percent (10%) of the delinquent charges due, whichever is greater, shall be added to the amount to be certified to reimburse the City for its administrative expenses resulting from the delinquency. When received by the City as part of its tax settlement, these funds shall be remitted to Allied Waste within thirty (30) days after receipt of the tax settlement distribution report prepared and submitted by Washington County to the City.

Attached is a list of accounts that have past due balances meeting the criteria defined above and have been reported to the City by Allied Waste Services. Delinquency notices were sent to these customers, and collection efforts will continue over the next month. Any accounts on this list that still have past due balances owing at year-end will be certified to the county.

***RECOMMENDATION***

City staff recommends the City Council accept the attached list of Allied Waste Services past due balances for certification to Washington County.

attachment

## Bayport City Contract Accounts - Residential

Account	Status	Customer	Billing Address	City	State	Service Address	Balance	Over 60 Day Balance	P.I.D. Number
1156	Active	Gordon, Scott	620 Oakwood St. S	Bayport	MN	Same	\$168.40	\$123.92	11-029-20-33-0034
2008	Active	Haapala, Nancy	387 2nd St. S	Bayport	MN	Same	\$286.68	\$237.72	11-029-20-31-0005
6327	Active	Wallin, Cathy	10520 Stonebridge Trl N	Stillwater	MN	357 2nd St. S	\$283.94	\$234.98	11-029-20-31-0003
6343	Active	Walcher, Karyl	529 Mariner Dr	Bayport	MN	Same	\$344.39	\$295.43	11-029-20-33-0073
8483	Closed	Ehlers, Carrie	203 5th St N	Bayport	MN	Same	\$229.38	\$229.38	10-029-20-14-0012
5833918	Active	Lind, Tom	404 5th St. N	Bayport	MN	Same	\$236.24	\$187.28	10-029-20-11-0030
5835608	Active	Morarie, Judy	429 7th St. N	Bayport	MN	Same	\$961.54	\$912.58	10-029-20-11-0097
5835921	Active	Kuharik-Braund, Kelly	405 2nd St. N.	Bayport	MN	Same	\$499.33	\$407.33	11-029-20-22-0034
5836085	Active	Menard, Jim JR.	555 2nd St. N	Bayport	MN	Same	\$232.32	\$111.16	02-029-20-33-0039
5993050	Active	Harvey, Michael	447 4th St. S	Bayport	MN	Same	\$607.64	\$558.68	11-029-20-32-0086
5997747	Active	Zielsdorf, Keith	673 2nd St. N.	Bayport	MN	Same	\$466.63	\$334.57	02-029-20-33-0031
6103121	Active	Seffelke, Susan	406 5th St. S.	Bayport	MN	Same	\$104.84	\$47.42	10-029-20-41-0041
6104525	Active	Gramenz, Debbie	585 9th St. N.	Bayport	MN	Same	\$223.54	\$223.54	10-029-20-12-0010
6184832	Active	Palmer, Preston	344 5th St. S.	Bayport	MN	Same	\$74.42	\$32.21	10-029-20-41-0015
6216345	Active	Meyerring, Joseph	754 1st Ave N	Bayport	MN	Same	\$1,047.28	\$994.86	10-029-20-14-0001
6336853	Active	Anderson, Cary	787 5th St. N.	Bayport	MN	Same	\$324.91	\$275.95	03-029-20-44-0024
6391064	Active	Blomber, Jonathon	142 Maine St. N.	Bayport	MN	Same	\$65.59	\$16.63	11-029-20-23-0018
6499289	Active	Delisle, Brian	468 Maine St. N.	Bayport	MN	Same	\$213.76	\$164.80	11-029-20-22-0037
6516009	Active	Baltz, Eric	565 8th St. N.	Bayport	MN	Same	\$321.87	\$272.91	10-029-20-11-0079
6531206	Active	Norman, Clayton	844 6th St. N.	Bayport	MN	Same	\$237.50	\$188.54	03-029-20-44-0005
6567820	Active	Niwinski, Chris	3315 San Felipe Rd	San Jose	CA	510 Lakeside Alcove Dr	\$339.48	\$282.06	11-029-20-34-0007
6571632	Active	Alston, Antonio/E.	320 5th St. S.	Bayport	MN	Same	\$248.00	\$199.04	10-029-20-41-0016
6586077	Active	Allen, Robin	110 4th Ave N.	Bayport	MN	Same	\$233.54	\$176.12	11-029-20-22-0003
6590822	Active	Poutre, Robb	504 5th St. N.	Bayport	MN	Same	\$997.83	\$948.87	10-029-20-11-0024
6591820	Active	Loehrer, Mark	143 3rd Ave S.	Bayport	MN	Same	\$102.70	\$53.74	11-029-20-31-0017
6603310	Active	Noreen, John	330 3rd St. S.	Bayport	MN	Same	\$221.53	\$197.33	11-029-20-32-0037
6619134	Active	Polzin, Deb	159 4th St. S.	Bayport	MN	Same	\$87.92	\$38.96	11-029-20-23-0057
6624530	Active	Groschen, Joe/Bridg	501 Minnesota St. S.	Bayport	MN	Same	\$466.35	\$387.54	11-029-20-33-0016
6631055	Active	Silva, Sarah	410 8th St. N.	Bayport	MN	Same	\$609.91	\$550.11	10-029-20-12-0016
6643712	Active	Anderson, Debbie	295 6th St. S.	Bayport	MN	Same	\$592.74	\$543.78	10-029-20-14-0076

**\$10,830.20**

**\$9,227.44**

Less Payments Received \$ (3,108.73)

**\$6,118.71**

Adjusted Balance



**CITY OF BAYPORT**  
**294 NORTH THIRD STREET**  
**BAYPORT, MINNESOTA 55003**  
**PHONE 651-275-4404 FAX 651-275-4411**

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Date: November 20, 2007  
To: Mayor and City Council  
From: Michael McGuire, City Administrator  
Subject: Consider designating January 7, 2008 as the next City Council meeting date

The 2008 City Council meeting calendar will be on the agenda for consideration at the regular organizational meeting, which is held in January. However, a date for the January meeting must be set. Staff recommends designating the first Monday of the month as the next City Council regular meeting date, which would be Monday, January 7, 2008.

# MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

1380 WEST FRONTAGE ROAD, HIGHWAY 36  
STILLWATER, MINNESOTA 55082

Phone 651.275.1136 x22 Fax 651.275.1254 www.mscwmo.org



November 2, 2007

Jonathan Nowaczek  
City of Bayport  
294 N 3rd Street  
Bayport, MN 55003

## RE: 2008 Budget Notification and Activity Report

Honorable Mayor Nowaczek,

The Middle St. Croix Watershed Management Organization (MSCWMO) has adopted its 2008 budget, set at \$100,000, at its October 11<sup>th</sup> 2007 regular meeting. Based upon the adopted budget amount and the funding formula in the Joint Powers Agreement to Protect and Manage the Middle St. Croix Watershed, your community's contribution is 12.1234% or \$12,123.40. Payments are to be received in two equal amounts, the first due by January 1, 2008 and the second by July 1, 2008.

In addition, the MSCWMO requires an annual report from each of the member communities summarizing the projects within your community and application of the MSCWMO performance standards. The report should include information on the status of your community's Comprehensive Plan and Local Water Management Plan (see MN Statutes 103B.235 and 473.859, Subd. 2) as well as a listing and description of the building permits, grading permits, and variances where your community applied the MSCWMO standards.

The MSCWMO Board thanks you and your community for its continued support of its organization. If you have any questions regarding this request feel free to call me at 651-275-1136, ext. 22 or email at [melissa.lewis@mnwcd.org](mailto:melissa.lewis@mnwcd.org).

Sincerely,

Melissa Lewis  
Administrator, Middle St. Croix Watershed Management Organization

Cc City Administrator Mike McGuire

Enc. 2008 MSCWMO Adopted Budget

**Adopted 2008 MSCWMO Budget**

<b>ADMINISTRATION</b>	
Administration - General	\$ 25,000
Accounting	\$ 1,500
Legal Fees - General	\$ 1,000
Audit	\$ 1,500
Insurance & Bonds	\$ 3,000
Office supplies/equipment/postage	\$ 750
Minutes/Clerical	\$ 1,000
Copying/printing/reproduction/minutes	\$ 750
<b>Subtotal</b>	<b>\$ 34,500.00</b>

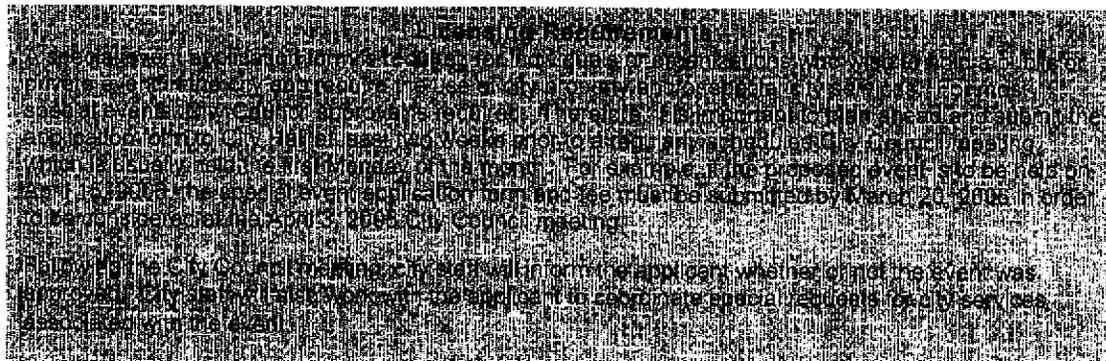
<b>PROJECT</b>	
Project Contingency	\$ 2,000
Engineering - Project	\$ 2,000
Development Plan Reviews	\$ 6,000
Erosion Monitoring Program	\$ 2,500
BMP Program - demonstration sites	\$ 10,000
BMP Program - administration	\$ 10,000
Community Technical Assistance & Outreach	\$ 15,000
Water Resource Educator	\$ 4,000
Website	\$ 1,000
Water Monitoring - McKusick Lake	\$ 2,000
Water Monitoring - Lily Lake	\$ 1,000
Water Monitoring - Perro Creek	\$ 6,900
Water Monitoring - Lake Gage	\$ 300
Water Monitoring - Report	\$ 1,300
Water Monitoring - Set aside for equipment replacement	\$ 1,500
<b>Subtotal</b>	<b>\$ 65,500.00</b>

<b>TOTAL</b>	<b>\$ 100,000.00</b>
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City of Bayport  
294 North Third Street  
Bayport, Minnesota 55003  
Phone 651-275-4404  
Fax 651-275-4411  
http://bayport.govoffice.com

City of Bayport  
SPECIAL EVENT APPLICATION



<b>Request/Location:</b>	
Address: Bayport Library + Village Green	
City: Bayport	State: Minnesota Zip Code: 55003
Owner Name: City of Bayport	
Home Phone Number:	Work/Cell Phone Number:
Owner Address:	
City/State/Zip:	

<b>Applicant:</b> and Greater Stillwater Chamber of Commerce.	
Applicant Name: Bayport Community Action League	
Home Phone Number:	Work/Cell Phone Number: Mark B: 612 723 7307
Address: PO Box 133 Bayport + 55003	
City/State/Zip:	

<b>Event Description:</b>	
"Lighting of the Green" 6:00 Story hour in the Library 6:30 Lighting of the Green + caroling + hot chocolate 6:45 Santa arrives on Bayport + fire truck.	

<b>Event Dates:</b>	Start Date: 12-6-07	End Date: 12-6-07
Days of Operation (check all that apply)		
<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		
Hours of Operation:		
Weekdays: 6pm to 8pm		
Weekends:		

# City of Bayport 2008 Step Schedule

Step	1	2	3	4	5	6	7	8
Step 1	\$28,107	\$29,653	\$31,284	\$33,026	\$34,594	\$36,238	\$37,944	\$39,842
Step 2	\$31,014	\$32,720	\$34,519	\$36,441	\$38,172	\$39,985	\$41,869	\$43,962
Step 3	\$34,115	\$35,992	\$37,971	\$40,085	\$41,990	\$43,984	\$46,056	\$48,358
Step 4	\$35,696	\$37,659	\$39,730	\$41,941	\$43,934	\$46,021	\$48,198	*
Step 5	\$37,489	\$39,814	\$41,725	\$44,049	\$46,141	\$48,333	\$50,610	\$53,140
Step 6	\$43,761	\$46,170	\$48,709	\$51,420	\$53,865	\$56,423	\$59,078	\$62,032
Step 7	\$44,012	\$46,432	\$48,987	\$51,714	\$54,171	\$56,744	\$59,416	*
Step 8	\$47,050	\$49,638	\$52,368	\$55,284	\$57,910	\$60,661	\$63,517	\$66,693
Step 9	\$50,581	\$53,363	\$56,297	\$59,432	\$62,255	\$65,212	\$68,284	\$71,698
Step 10	\$54,375	\$57,365	\$60,520	\$63,890	\$66,924	\$70,103	\$73,406	\$77,076
Step 11	\$57,855	\$61,038	\$64,395	\$67,981	\$71,210	\$74,592	\$78,106	\$82,011
Step 12	\$61,327	\$64,700	\$68,259	\$72,059	\$75,482	\$79,068	\$82,792	\$86,932
Step 13	\$65,006	\$68,581	\$72,354	\$76,383	\$80,011	\$83,811	\$87,759	\$92,146
Step 14	\$69,068	\$72,867	\$76,874	\$81,154	\$85,010	\$89,048	\$93,241	\$97,904

**Proposed Increase:**

**103%**

\* Per union contract



## ***Bayport Fire Department***

284 N. 3rd Street • Bayport, MN. 55003 • Hall (651) 275-4401 • Fax (651) 275-4402

11/26/2007

To: Honorable Mayor and Council Members  
City Staff

RE: Sale of 1986 Ford Pumper Truck

We have taken delivery of our new Pierce pumper truck and as a result have a 1986 Ford 3D pumper truck to sell. We have received a firm offer from Fire Unlimited LLC. This company buys used fire apparatus to refurbish for use by smaller rural fire departments. They have offered \$4,500.00. I would recommend accepting this offer.

Thank you for you consideration,

Mike Bell  
Fire Chief

**TOM VAN LIESHOUT**  
4650 W. Spencer St., Suite 30  
Appleton, WI 54914

11-15-07

City of Bayport  
294 3<sup>rd</sup> St. North  
Bayport, MN 55003

I formally offer/bid \$4,500.00 (four thousand, five hundred dollars) for the 1986 Ford/Pumper. Condition and equipment per Chief Bell.

This truck will be reconditioned/recertified and put in service in a small rural environment.

Any surplus hose or equipment would be appreciated.

Thank you,  
  
Tom Van Lieshout



## **Bayport Fire Department**

284 N. 3rd Street • Bayport, MN. 55003 • Hall (651) 275-4401 • Fax (651) 275-4402

11/26/2007

To: Honorable Mayor and Council Members  
City Staff

RE: 2008 Forestry Assistance Matching Grant from Minnesota DNR

We have received a 50% matching grant from the Minnesota DNR in the amount of \$5,000.00 for a slip in unit for one of our grass fire trucks. The unit would consist of a portable pump, composite tank, foam system and reel hose line. We would be replacing an existing unit that is 17+ years old with a leaking steel tank and a tired pump. The total cost for the unit would be between \$10,000 - \$14,000, with the remaining funds coming from other donations and our equipment replacement fund.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Mike Bell".

Mike Bell  
Fire Chief



Minnesota Department of Natural Resources  
Division of Forestry...402 Southeast Eleventh Street...Grand Rapids, MN 55744

November 8, 2007

RE: 2008 Forestry Assistance Matching Grant

Here's the contract for receiving your "Volunteer Fire Assistance" matching grant. The amount of the grant is indicated on the grant contract. Dates are important, check the beginning and ending dates as indicated under "Terms of Grant". Knowing these dates will help to start and finish your projects.

Three contract copies will need to be signed at the "Grantee" signature blocks on page 5. Only people delegated the authority to sign a legal and binding contract should sign.

The Mayor and the Clerk sign if the unit of government is a city.

The Board Chairman and the Clerk sign if the unit of government is a township.

The President and the Secretary sign when the department is incorporated onto itself.

**All 3 copies should be returned within 30 days to:**

Kristie Prah  
DNR Fire Center  
402 Southeast Eleventh Street  
Grand Rapids, Minnesota 55744

After the State Agency signs the contract, I will forward a copy to you. If you need to talk with me, my number is ... (218) 327-4572.

Sincerely,

A handwritten signature in cursive script that reads "Kristie Prah".

Kristie Prah  
VFA Grant Contract Specialist

enc

DNR Information: 651-296-6157 • 1-888-646-6367 • TTY: 651-296-5484 • 1-800-657-3929

An Equal Opportunity Employer  
Who Values Diversity



Printed on Recycled Paper Containing a  
Minimum of 20% Post-Consumer Waste

**STATE OF MINNESOTA  
GRANT CONTRACT**

Accounting Information

Agency: <b>R29</b>	Fiscal Year: <b>8</b>	Vendor Number: <b>048055001-00</b>
Total Amount of Contract: <b>\$5,000.00</b>	Amount of First FY:	
Commodity Code:	Commodity Code:	Commodity Code:
Object Code: <b>5B00</b>	Object Code:	
Amount: <b>\$5,000.00</b>	Amount:	Amount:

Acct Dist 1:	Acct Dist 2:	Acct Dist 3:
Fund: <b>300</b>	Fund:	Fund:
Appr: <b>303</b>	Appr:	Appr:
Org/Sub: <b>3733</b>	Org/Sub:	Org/Sub:
Rept Catg: <b>3733</b>	Rept Catg:	Rept Catg:
Amount: <b>\$5,000.00</b>	Amount:	Amount:

Contract: **B08826** Begin Date **NOVEMBER 13, 2007** End Date **SEPTEMBER 30, 2008**

Contractor: **BAYPORT FIRE DEPT**

**294 N 3 ST**

**BAYPORT, MN 55003**

**STATE OF MINNESOTA  
GRANT CONTRACT**

This grant contract is between the State of Minnesota, acting through its Department of Natural Resources, Division of Forestry, 402 Southeast Eleventh Street, Grand Rapids, Minnesota 55744 ("State") and **BAYPORT FIRE DEPT, 294 N 3 ST, BAYPORT, MN 55003**, ("Grantee").

**Recitals**

1. Under Minn. Stat. ' 84.026 authorizes the Commissioner of Natural Resources, on behalf of the State, to accept and use grants of money from the United States or other grantors for conservation purposes not inconsistent with the laws of this state and in accordance with the purposes of the grant and applicable Federal and State laws and authorizes the Commissioner to make sub-grants of any money received to other agencies, units of local government, and private nonprofit corporations; and Minn. Stat. '88.067, as amended in Laws of Minnesota 2000, Chapter 231, Section 113, authorizes the Commissioner of Natural Resources, on behalf of the State, may make grants for procurement of fire suppression equipment and training of fire departments in techniques of fire control. Fire suppression equipment may include, but is not limited to, fire suppression tools and equipment, protective clothing, dry hydrants, communications equipment and conversion of vehicles to wildfire suppression unit. The commissioner may require a local match for any grant. Grantee is a governmental unit and or is a fire- fighting entity located in a rural area; and the State is empowered to enter into this grant.
2. The State is in need of fire department assistance to suppress wildland fires.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State.

**Grant Contract**

**1 Term of Grant Contract**

- 1.1 **Effective date:** This grant will cover expenses beginning November 13, 2007, although no payments can or will be made until the grant is fully executed and as date signed by the Minnesota Commissioner of Natural Resources, or his delegate.
- 1.2 **Expiration date:** Work on this project must be completed on or before September 30, 2008. The State is to be invoiced by October 31, 2008 or the contract will be canceled without further notification.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 13. Publicity and Endorsement; 14. Governing Law, Jurisdiction, and Venue; and 16 Data Disclosure.

**2 Grantee's Duties**

The Grantee, who is not a state employee, will:

1. Complete work specified in the Project Proposal attached hereto as Exhibit A. This Project Proposal shall be a part of this grant. Highest priority is indicated in the office use only box of Exhibit A; however, any of the listed projects or a combination of the listed projects on Exhibit A, may also qualify for this grant with written approval from the State of Minnesota.
2. Insure all equipment acquired through this grant must be used solely for prevention, suppression and control of fire.
3. Report GPS locations of dry hydrant or water facilities constructed under this grant to Kristie Prah, Rural Fire Programs Assistant, 402 Southeast Eleventh Street, Grand Rapids, Minnesota 55744.
4. Shall be NIMS (National Incident Management System) compliant before completion of this project.

### 3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

### 4 Consideration and Payment

4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant contract as follows:

**Compensation.** The Grantee will be paid in an amount not to exceed \$5,000.00, based on the following computation:

The STATE shall reimburse GRANTEE for up to 50 % of the reasonable net cost of items purchased, or expenditures made, in accordance with the approved project proposal. This reimbursement shall not exceed the total amount of this grant.

(1) **Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will not exceed A\$0.00" provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan@ promulgated by the commissioner of Employee Relations. The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(2) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$5,000.00.

#### 4.2. Payment

(1) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and upon completion of the services. All work must be completed by September 30, 2008

(2) **Federal funds.** (Where applicable, if blank this section does not apply) Payments under this grant contract will be made from federal funds obtained by the State through Cooperative Forestry Assistance Act of 1978, CFDA number 10.664. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

### 5 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

### 6 Authorized Representative

The State's Authorized Representative is Eugene Mannelin, at 218-327-4373, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is, **Fire Chief,(651) 775-5561.**

### 7 Assignment, Amendments, Waiver, and Grant contract Complete

7.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this grant contract without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 **Amendments.** Any amendment to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 **Waiver.** If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or its right to enforce it.

7.4 **Grant Contract Complete.** This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

**8 Liability**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

**9 State Audits**

Under Minn.Stat. ' 16C.05, subd. 5, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract.

**10 Government Data Practices and Intellectual Property**

10.1. **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minn. Stat. ' 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

10.2. **Intellectual Property Rights**  
Not applicable

**12 Workers' Compensation**

The Grantee certifies that it is in compliance with Minn. Stat. ' 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

**13 Publicity and Endorsement**

13.1 **Publicity.** Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract.

13.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

**14 Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**15 Termination**

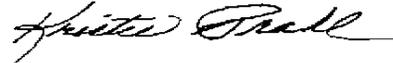
15.1 *Termination by the State.* The State may cancel this grant contract at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

**16 Data Disclosure**

Under Minn. Stat. ' 270.66, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. ' ' 16A.15 and 16C.05.*

Signed: 

Date: November 8, 2007

CFMS Grant Contract No: **B08826**

**3. STATE AGENCY**

By: \_\_\_\_\_  
(with delegated authority)  
Title: Forestry Division Director \_\_\_\_\_

Date: \_\_\_\_\_

**2. GRANTEE**

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution:

Agency

Grantee

State's Authorized Representative - Photo Copy

**2008 RURAL FIRE DEPARTMENT VOLUNTEER FIRE ASSISTANCE (VFA)  
MATCHING GRANT PROJECT PROPOSALS**

Complete and Mail to: **Kristie Prahl**  
 (do not fax) **MN Interagency Fire Center**  
**402 Southeast 11<sup>th</sup> Street**  
**Grand Rapids, Minnesota 55744** (218) 327-4572

**➔ POSTMARKED NO LATER THAN..... OCTOBER 1, 2007 ➔**

<b>Fire Department:</b> <i>Bayport Fire Department</i>	<b>Name &amp; Title of person filling out form:</b> <i>Mike Bell</i>
<b>Mailing Address:</b> <i>294 N. 3rd St.</i>	<b>Telephone: Day:</b> <i>651-275-4401</i>
<b>City, State, Zip:</b> <i>Bayport, MN 55803</i>	<b>Night:</b> <i>651-430-1305</i>
	<b>Cell:</b> <i>651-775-5561</i>
	<b>Fire Hall:</b> <i>651-275-4401</i>
	<b>e-mail:</b> <i>mike.bell@bayportfire.org</i>

- Population directly benefiting from the project: 13,457
- Fire Department's protection area (square miles): 36  
(excluding mutual aid area)
- Number of fire incidents for the previous year: wildland 4 structural 8 other 703
- Fill in the estimated total cost of the project(s) with the dollar amount.

\$	Wildland Personal Protective Equipment	\$	Hose, nozzles, water movement items
\$	Excess Property Equipment Conversion	\$	Radios/pagers
\$	Wildland equipment	\$	Breathing apparatus
\$	Foam unit	\$	Structural Turnout Gear
\$ <u>14,960</u>	Slip-on-unit	\$	Cascade system
\$	Pumps	\$	Structural Equipment (be specific)
\$	Wildland training	\$	Dry hydrant
\$	Other miscellaneous projects (please describe)		

Fire Department's Authorized Signature: *Mike Bell* Date: 9/27/07

<b>OFFICE USE ONLY:</b>	
GRANT APPROVED UP TO \$ <u>5000.00</u>	PRIORITY IS FOR <u>slip on unit</u>
APPROVAL/DATE: <u>11-7-07</u>	CONTRACT NUMBER <u>B08826</u>
Modified Project: _____	Approval/date: _____



CITY OF BAYPORT  
294 NORTH THIRD STREET  
BAYPORT, MINNESOTA 55003  
PHONE 651-275-4404 FAX 651-275-4411

---

DATE: November 20, 2007  
TO: Mayor and City Council  
Mike McGuire, City Administrator  
FROM: Chief Laura Eastman  
RE: Proposal of Frankie's Towing and Storage lease agreement

### ***BACKGROUND***

At the September council meeting, I requested that the council review storage options for vehicle forfeitures taken, due to the lack of space available at the public works building. At that time the council requested that I complete some follow up related to insurance questions and requested to review a written lease agreement, prior to approval.

City Attorney Nick Vivian and I spoke with the insurance company, League of Minnesota Cities, and they provided us with written documents regarding forfeiture vehicles (see attached). Agent Derek Krause also informed us that the coverage is not dependent on the place the vehicles are stored.

### ***RECOMMENDATION***

Please consider the attached lease agreement with Frankie's Towing and Storage.

- Lease agreement with Frankie's Towing and Storage of \$100.00 for four vehicle spaces and a commitment of one year.
- League of Minnesota Cities insurance documentation.

Minnesota Statutes 2004, Table of Chapters

Table of contents for Chapter 169A

**169A.48 Immunity from liability.**

Subdivision 1. **Definition.** For purposes of this section, "political subdivision" means a county, statutory or home rule charter city, or town.

Subd. 2. **Immunity.** The state or political subdivision by which a peace officer making an arrest for violation of sections 169A.20 to 169A.33 (impaired driving offenses), is employed has immunity from any liability, civil or criminal, for the care or custody of the motor vehicle being driven by, operated by, or in the physical control of the person arrested if the peace officer acts in good faith and exercises due care.

HIST: 2000 c 478 art 1 s 29

Copyright 2004 by the Office of Revisor of Statutes, State of Minnesota.

**FRANKIE'S TOWING AND STORAGE**

1656 S Greeley Street  
Stillwater, MN  
651-439-8413

Name of Renter Bayport Police Department Phone 651-275-4400

Address 294 North 3<sup>rd</sup> Street Bayport MN 55003

Drivers License# N.A. DOB N.A.

Description of Property Space for 4 vehicles

License# N.A. Length N.A. Width N.A.

Monthly Storage\$ 100.00 Location: Stagecoach Trail Row: N.A.

Renter, owner of the above-described property, hereby agrees to store at FT&S, the above-described property at the following terms and conditions:

1. **PAYMENT.** Storage is payable in advance, and if storage is not paid in full, the renter shall have no right to remove the property until storage is paid. The landlord may attach a wheel lock or other disabling devices at any time storage is more than 10 days in arrears.
2. **APPOINTMENT.** During business hours only. Please call first.
3. **INSURANCE. LANDLORD DOES NOT CARRY INSURANCE ON THE STORED PROPERTY.** The Landlord shall incur no liability of any kind, whatsoever, for any damage resulting from rain, snow, windstorm, fire, theft, mysterious disappearance, vandalism, freezing, or any other peril. Renter shall carry insurance to protect his/her property in storage and land ord shall have the rights and protections of a named insured. All property shall be handled at renter's risk, subject only too reasonable care and handling. Landlord assumes no liability, whatsoever, for the condition of the property.
4. **KEY TO PREMISES.** Renters with inside storage shall not be entitled to a key to the premises.
5. **REPAIRS.** Renters shall not make any repairs to or do any work on the stored property on the premises of the Landlord without permission of the Landlord.
6. **ACCESS TO PROPERTY.** Access to inside storage is by advance appointment only. The Landlord reserves the right to charge \$10.00 for non-removal building access, unless other wise agreed.
7. **NO WINTER REMOVAL.** No property may be removed from winter storage before the snow has melted and the ground hardened to allow transportation of the property from the buildings or premises with no damage to the landscape and buildings can be opened without damage to the doors. The Landlord shall have the sole determination of the time for spring removal. The Landlord shall not provide snow or ice removal.



CONNECTING & INNOVATING  
SINCE 1913

**To: Chief Eastman**

**Date: October 4, 2007**

**Fax #: 651-275-4411**

**Pages (including cover): 3**

**From: Derek Krause  
LMCIT Claims Adjuster**

**RE: Forfeiture Vehicles**

Attached is an LMCIT Memo regarding coverage related to forfeiture, seized, or impounded vehicles for future reference.

Please do not hesitate to call me if you have any further questions.

Thanks,

**Derek Krause  
Claims Adjuster  
League of Minnesota Cities**



**LMCIT  
Risk Management Information**

145 University Avenue West, St. Paul, MN 55103-2044

Phone: (651) 281-1200 • (800) 925-1122

Fax: (651) 281-1298 • TDD (651) 281-1290

[www.lmcit.lmnc.org](http://www.lmcit.lmnc.org)

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## **COVERAGE FOR DAMAGE TO IMPOUNDED, SEIZED, OR FORFEITED AUTOMOBILES**

Police departments and other city agencies may have private motor vehicles in their possession for a variety of reasons. A vehicle might be impounded for a parking violation; an abandoned vehicle might be towed and impounded; a stolen vehicle might be recovered; a vehicle might be seized in connection with a drug or other criminal violation; etc. In some cases, vehicles can be forfeited and become the city's property.

The LMCIT liability and auto physical damage coverages are designed to automatically cover the city's risks with respect to seized, impounded, recovered, or forfeited vehicles. In most cases, the city doesn't have to do anything at all in order to have the coverage it needs. The following discussion outlines in more detail how the LMCIT coverages work with respect to these vehicles.

### **Seized, impounded, or recovered vehicles**

#### *Damage for which the city is legally liable*

When a vehicle is seized or impounded, or when a stolen vehicle is recovered, it creates a situation where a vehicle owned by someone else is in the city's "care, custody, and control". Unlike many private insurance policies, the LMCIT liability coverage does not have a "care, custody, and control" exclusion. Thus, if a vehicle is damaged while it's in the city's care, custody, and control, the city's LMCIT liability coverage would respond if the owner made a claim against the city for that damage.

That does not mean, though, that LMCIT would automatically pay for that damage. In order to recover, the owner would have to show that the damage was the result of the city's negligence: that is, that the city did something it shouldn't have done, or failed to do something it should have done. For example, the city might be legally liable for the dented door if the city backed another car into the impounded vehicle while moving it, or if the city negligently failed to take reasonable steps to protect the vehicle from vandalism. But the city probably isn't legally liable if the vehicle is dented by a hailstorm while the vehicle is sitting in the impound lot.

In short, the city's LMCIT liability coverage will cover damage to a seized, impounded, or recovered vehicle, to the extent that the city is legally liable for that damage. As with any liability claim, the burden is on the claimant to show that the city is liable.

*Other damage to the vehicle*

A seized, impounded, or recovered vehicle is not automatically covered by the city's LMCIT auto physical damage coverage. The city can if it wishes schedule these vehicles for auto physical damage coverage, for an additional premium charge. That would cover these vehicles for most types of damage that might occur, in the same way that the city's own vehicles are covered, irrespective of whether the city was at fault or legally liable.

In general there seems little reason from a public policy standpoint why a city would want to do so, though there may be unique situations where it makes sense. In effect, the city would be gratuitously assuming a cost and a risk for which the city would not otherwise be responsible.

**Forfeited vehicles**

The statutes authorize law enforcement agencies to seize vehicles that were used in connection with a variety of crimes. In some circumstances, those vehicles can later be forfeited to the city for use in the city's law enforcement efforts. The statutes set out the administrative and judicial procedures for forfeiture of vehicles. When a vehicle is forfeited, the vehicle becomes the city's property and the title is transferred to the city.

The city's LMCIT auto physical damage coverage applies to all vehicles which the city owns, except for any vehicle the city has specifically excluded from coverage for physical damage. Newly-acquired vehicles are automatically covered, and don't need to be specifically scheduled in order for the physical damage coverage to apply.

Thus, at the time when a forfeited vehicle legally becomes the city's property, it automatically becomes covered under the city's LMCIT auto physical damage coverage as well. The vehicle does not need to be specifically reported to LMCIT or scheduled, and no additional premium is charged to add physical damage coverage for that vehicle. Of course, at the city's next coverage renewal (assuming the city still owns the vehicle), the vehicle does need to be included in the list the city provides to the LMCIT underwriters, which is used to calculate the city's premium for the succeeding year.

PST - 12/20/2001



**City of Bayport**  
 294 North Third Street  
 Bayport, Minnesota 55003  
 Phone 651-275-4404  
 Fax 651-275-4411  
<http://bayport.govoffice.com>

**City of Bayport**  
**SPECIAL EVENT APPLICATION**

**Licensing Requirements**

A special event application form is required for individuals or organizations who wish to hold a public or private event in the city and require the use of city property and/or special city services. For most special events, City Council approval is required. Therefore, it is important to plan ahead and submit the application form to City Hall at least two weeks prior to a regularly scheduled City Council meeting, which is usually held the first Monday of the month. For example, if the proposed event is to be held on April 15, 2006, the special event application form and fee must be submitted by March 20, 2006 in order to be considered at the April 3, 2006 City Council meeting.

Following the City Council meeting, city staff will inform the applicant whether or not the event was approved. City staff will also work with the applicant to coordinate special requests for city services associated with the event.

<b>Property Information</b>	
Address:	
City: Bayport	State: Minnesota Zip Code: 55003
<b>Owner Name:</b>	
Home Phone Number:	Work/Cell Phone Number:
Owner Address:	
City/State/Zip:	

<b>Applicant Information</b>	
Applicant Name: PoleBender Outdoors - Jim Miller	
Home Phone Number: 507-764-2668	Work/Cell Phone Number: 507-236-3442
Address: PO Box 43	
City/State/Zip: Sherburn, MN 56171	

<b>Description of Request</b>	
Use of Lakeside Park swimming beach as a weigh-in location for a Minnesota Walleye Trail fishing tournament (no shelter use is needed for this event)	

<b>Event Information</b>	Start Date: May 18, 2008	End Date: May 18, 2008
Days of Operation (check all that apply)		
<input checked="" type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		
Hours of Operation:		
Weekdays:		
Weekends: 6:00am - 5:00pm		

**Requested City Assistance and/or Services**

Could the restrooms in the shelter be opened for the anglers use before they ease off at 7:00am

**Application Process and Fees**

The processing fee for the application is \$50.00 and must be submitted with the application form to City Hall. Any additional fees and expenses associated with this request are the responsibility of the applicant/property owner, and will be billed to the applicant/property owner by the city.

**Attachments to be submitted with application**

- A diagram of the proposed premises
- If the request involves the sale of produce, uncooked meat, or dairy, etc., the applicant must provide a copy of all license applications required by the Department of Agriculture for City Council approval. For license information, please contact JoNell O'Neil at 651-779-5015.
- If the request involves cooked/prepared food or beverages, the applicant must provide a copy of all license applications required by Washington County Public Health and Environment for City Council approval. For license information, please contact 651-430-6655.

The undersigned understand that this application will be processed in accordance with established city review procedures at such time as it is deemed complete. Failure by the applicant to supply accurate and necessary information as requested by the city may be cause for denying this application.

The undersigned hereby apply for the request as stated in this application form and in understanding the conditions of this application as described above, declare that the information and materials submitted in support of this application are complete to the best of their knowledge.

Applicant: Jim Miller Date: 11/20/07

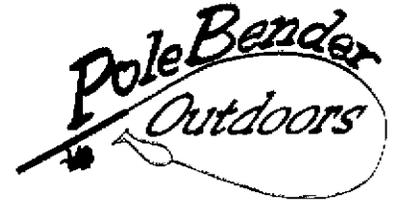
Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use - Dept. Review	Inspection	Date	Approved/Denied	Inspector
Administration	<input type="checkbox"/> Site Inspection			
Office Use -- Fees	Amount Received	Date Received	Method of Payment	Staff Initials
Processing Fee	\$50.00	11/20/07	cash	SM
Escrow or cost incurred				



# PoleBender Outdoors

PO Box 43  
Sherburn, MN 56171  
507-764-2668  
[www.polebender.com](http://www.polebender.com)

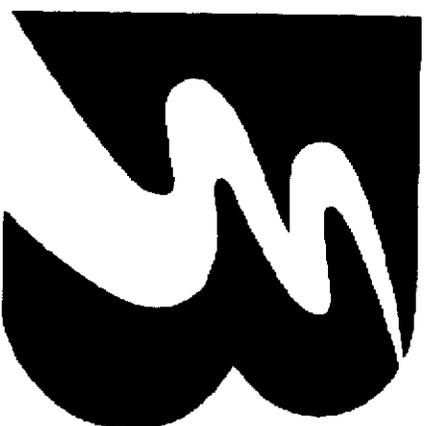


We would also like to make some arrangements if possible for tow vehicle / boat trailer parking. Our *Minnesota Walleye Trail* events typically see full tournament fields of 75 teams with anglers coming from the five surrounding states. As such these anglers are unfamiliar with the streets and the no parking rules.

When we last visited Bayport (May 21, 2006), we where allowed to use 30 pull through spots for boat trailer parking in the center of the main parking lot at no charge to the anglers. An additional 30 overflow parking spaces in a gravel lot were available to the anglers at a \$10.00 fee utilizing the honor box system.

Has this parking situation changed and/or are there other parking options available to us?

In 2006 the vast majority of our anglers used the Beachhouse Marina ramps for their location and convenience to the weigh-in at the park.



# **CITY OF BAYPORT**

**2008**

# **FINAL BUDGET PRESENTATION**

## **BACKGROUND**

- 1. A proposed budget and capital improvement plan was presented to City Council at the September 10<sup>th</sup> meeting.**
- 2. City Council approved the proposed budget and CIP as presented.**
- 3. City Council also approved a Proposed 2008 Tax Levy of \$985,470. This is an increase of the proposed levy in the amount of \$55,079.**

**CITY OF BAYPORT  
LEVY PROPOSED  
FOR 2008**

**Adopted 2007 Levy      \$930,391**

**2008 Levy      \$985,470**

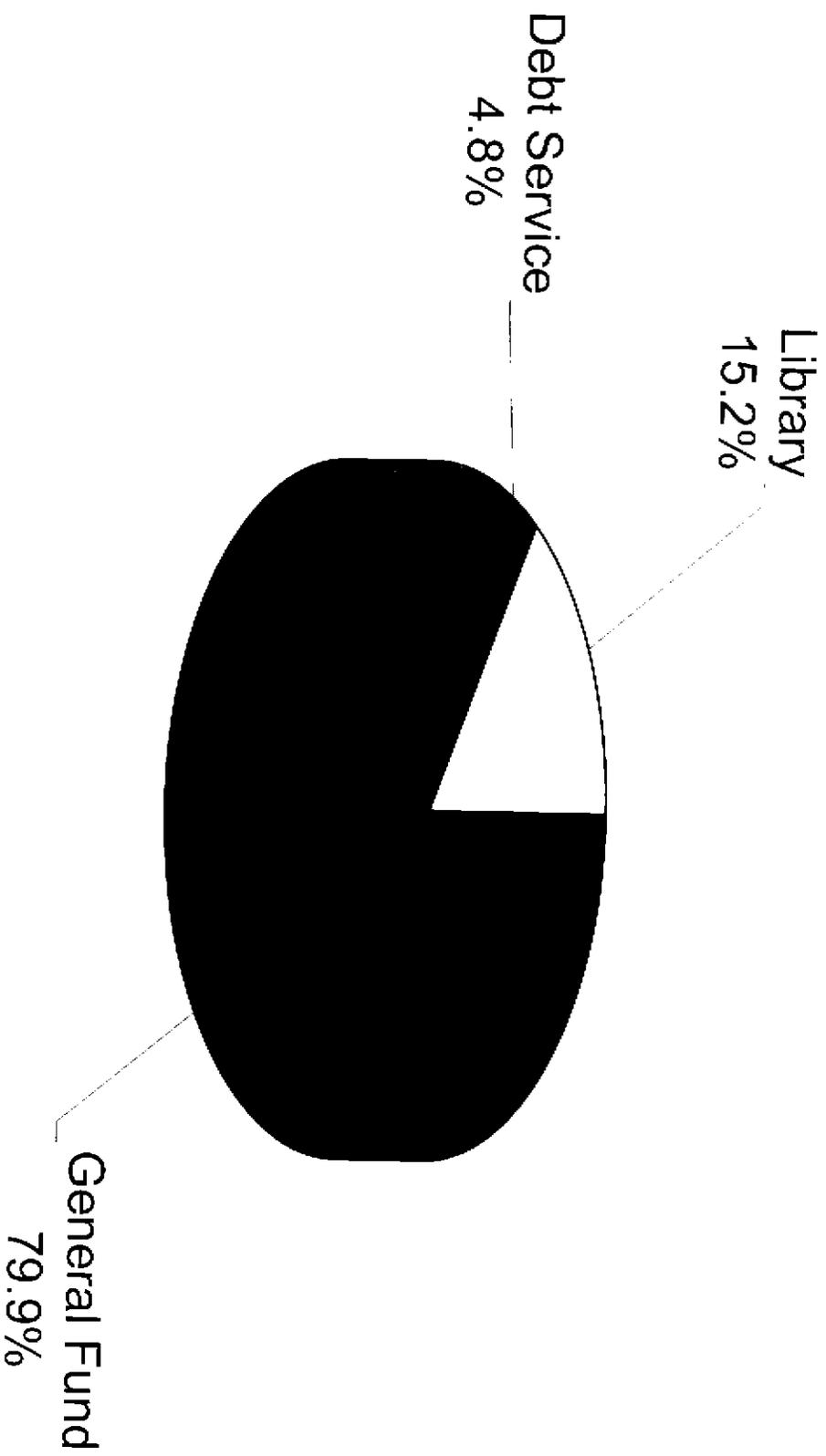
General Fund:      \$835,340  
Library:      \$150,130

**Increase/Decrease      \$ 55,079**

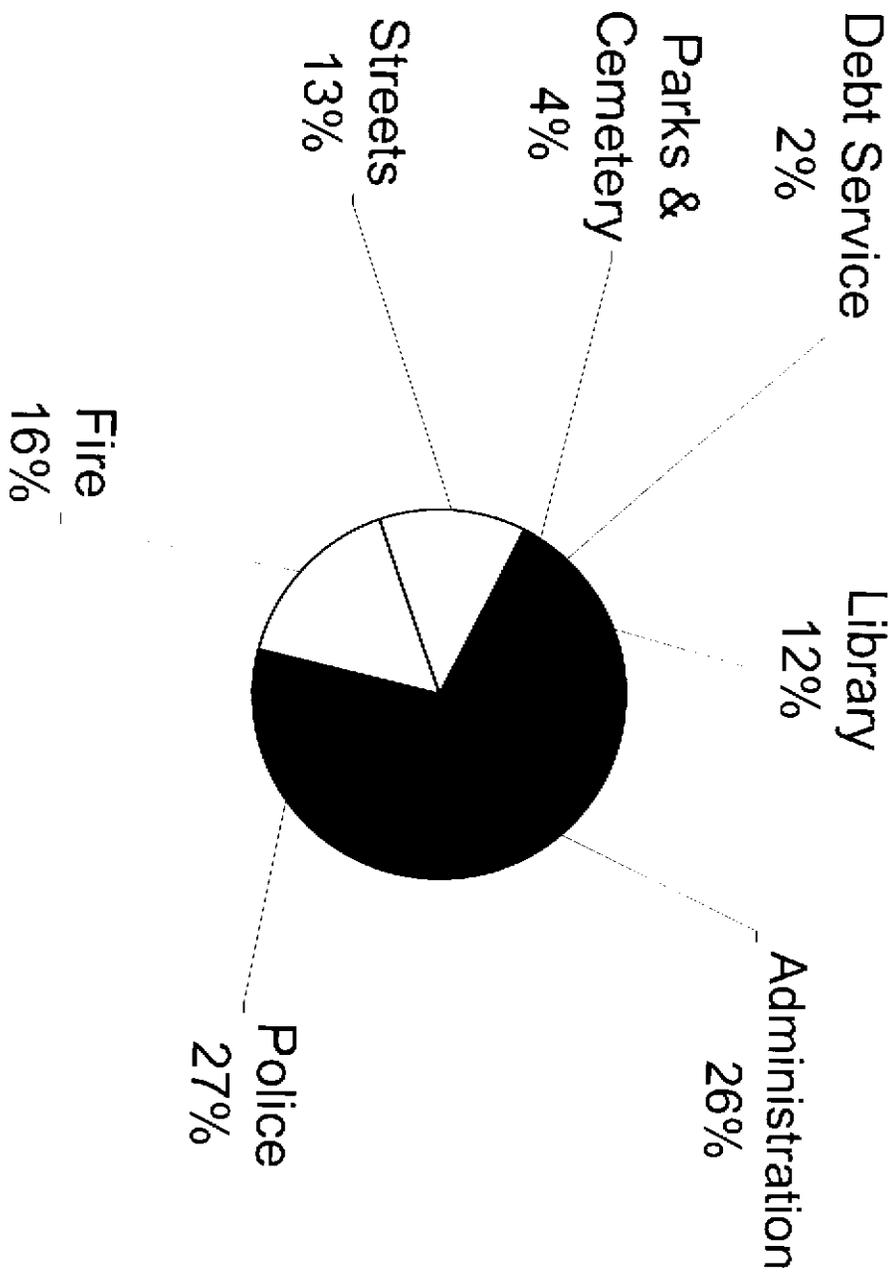
General Fund:      \$30,581  
Library:      \$24,498

**Impact on Taxes      Anticipate No Change**

# 2008 PROPOSED TAX LEVY



# 2008 PROPOSED BUDGET EXPENSES BY DEPARTMENT



# 1. Budget Trends:

	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
Total Budget	\$2,027,724	\$2,062,493	\$1,977,579	\$2,256,568	\$2,135,799	\$2,108,130
Increase	-\$223,964	\$34,770	-\$84,564	\$278,990	-\$120,769	-\$27,669
% Change	-9.9%	1.7%	-4.1%	14.1%	-5.4%	-1.4%

# 2. Tax Levy Trends:

	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
Total Levy	\$1,033,768	\$1,033,768	\$1,033,768	\$930,391	\$930,391	\$985,470
Increase	-\$241,826	\$0	\$0	-\$103,377	\$0	\$ 55,079
% Change	-19.0%	0%	0%	-10.0%	0%	5.6%

## Property Tax Impact: (City Only)

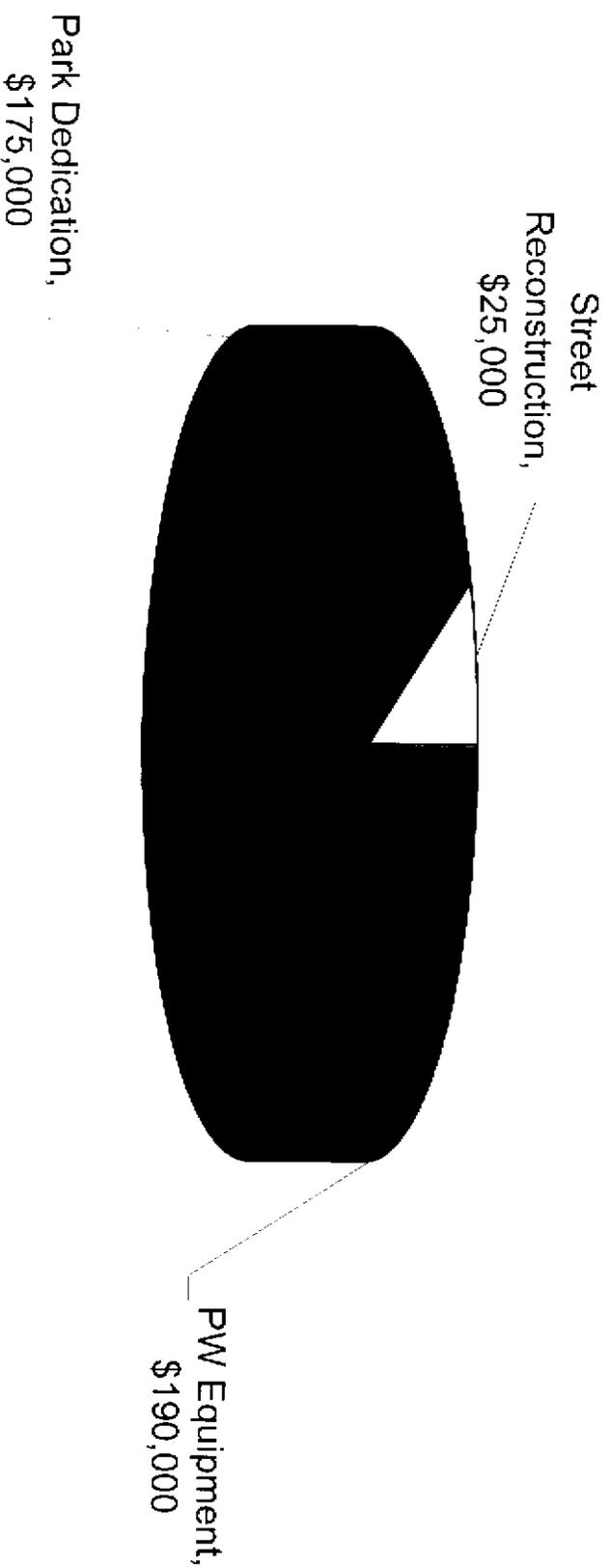
2007 Market Value	\$128,113	\$170,818	\$209,130	\$271,771
2007 Property Tax	\$ 397	\$ 530	\$ 648	\$ 843
2008 Market Value	\$131,828	\$175,771	\$215,195	\$279,652
2008 Property Tax	\$ 387	\$ 531	\$ 650	\$ 844
\$ Decrease	-\$ 10.00	\$ 1.00	\$ 2.00	\$ 1.00
% Decrease	0.00%	0.00%	0.00%	0.00%

## Property Tax Trend

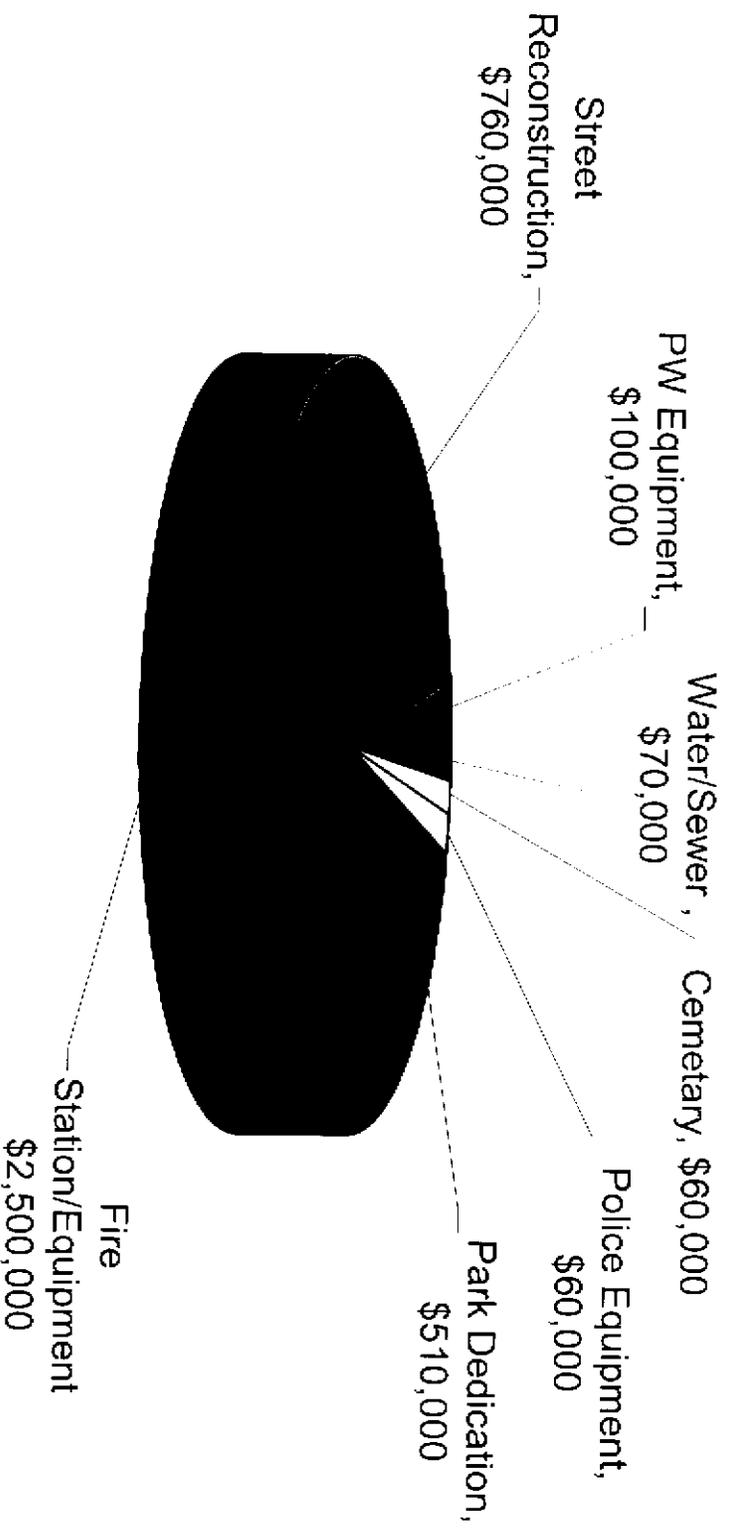
2003	2004	2005	2006	2007	2008
\$649	\$710	\$690	\$605	\$530	\$531

(Current \$175,771 market value home)

# 2008 CAPITAL PROJECTS



# 2009-2012 CAPITAL PROJECTS



# **SUMMARY**

## **Accomplishments of 2008 Budget**

**Keeps dollar impact of levy at the same level.**

**Plans for the future by saving for future needs.**

**Maintain current level of services.**

**RESOLUTION NO. 07-**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY  
OF BAYPORT, WASHINGTON COUNTY, MINNESOTA  
HELD DECEMBER 3, 2007**

Pursuant to due call and notice therefore a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 3<sup>rd</sup> day of December, 2007, at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
ADOPTING BUDGETS FOR THE GENERAL FUND, SPECIAL LIBRARY FUND, DRUG  
FORFEITURE FUND, WATER FUND, SEWER FUND, TRUNK WATER AND TRUNK  
SEWER UTILITY CAPITAL IMPROVEMENT FUND, FIRE EQUIPMENT  
REPLACEMENT FUND, PUBLIC WORKS EQUIPMENT REPLACEMENT FUND, TAX  
STABILIZATION FUND, RECREATION CAPITAL EQUIPMENT MAINTENANCE  
FUND, AND PARK IMPROVEMENT FUND FOR THE YEAR 2008**

WHEREAS: The City of Bayport established a preliminary certification of the City of Bayport's Levy at its September 10, 2007 meeting; and,

WHEREAS: The City Council of the City of Bayport wishes to establish its 2008 Budget.

NOW THEREFORE BE IT RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, does hereby ordain as follows:

1. The City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the 2008 Budget of the General Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the General Fund Departments for the calendar year of 2008 shall be:

<u>Dept. Number</u>	<u>Description</u>	<u>Amount</u>
41400	Administration	\$143,769.00
43300	Cemetery	\$ 11,400.00
42200	Fire Protection	\$384,469.00
41100	Elections	\$ 5,140.00
41200	Mayor & Council	\$139,413.00
41940	Municipal Buildings	\$ 38,272.00
43200	Parks	\$ 78,513.00
41910	Planning & Zoning	\$203,035.00
42100	Police Protection	\$644,608.00

41240	Recycling	\$ 9,407.00
43100	Street	\$281,499.00
43160	Street Lighting	\$ 21,000.00
44100	Unallocated	\$100,000.00
44200	Transfer - Debt Service	\$ 47,605.00
<b>Total Appropriations General Fund</b>		<b>\$2,108,130.00</b>

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of financing the sums appropriated shall be:

<u>Description</u>	<u>Amount</u>
General Property Taxes	\$835,340.00
License and Permits	\$250,020.00
Other Gov. Agencies	\$586,011.00
Charges for Services	\$268,399.00
Fines and Forfeits	\$ 35,000.00
Other Revenue	\$133,360.00
<b>Total Source of Financing</b>	<b>\$2,108,130.00</b>

2. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2008 Budget of the Special Library Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations of the Special Library Fund Department for the calendar year of 2008 shall be:

<u>Description</u>	<u>Amount</u>
Operating Expenses	\$290,334.00
<b>Total Appropriations</b>	<b>\$290,334.00</b>

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of financing sums appropriated shall be:

<u>Description</u>	<u>Amount</u>
General Property Taxes	\$150,130.00
Other Revenue	\$ 39,104.00
Grants	\$101,100.00
<b>Total Source of Financing</b>	<b>\$290,334.00</b>

3. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2008 Budget of the Drug Forfeiture Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Drug Forfeiture Fund for the calendar year of 2008 shall be:

<u>Description</u>	<u>Amount</u>
Drug Forfeiture Expenditures	\$ 0
<b>Total Appropriations</b>	<b>\$ 0</b>

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington

County, Minnesota, that the source of financing the sums appropriated shall be:

<u>Description</u>	<u>Amount</u>
Fund Balance	\$ 0
<b>Total Appropriations</b>	<b>\$ 0</b>

4. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2008 Budget of the Water Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Water Fund for the calendar year of 2008 will be:

<u>Description</u>	<u>Amount</u>
Pumphouses	\$ 42,350.00
Water Department	\$281,928.00
<b>Total Appropriations</b>	<b>\$324,278.00</b>

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of financing the sums appropriated shall be:

<u>Description</u>	<u>Amount</u>
Charges for Services	\$332,920.00
<b>Total Source of Financing</b>	<b>\$332,920.00</b>

5. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2008 Budget of the Sewer Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Sewer Fund for the calendar year of 2008 shall be:

<u>Description</u>	<u>Amount</u>
Sewer Department	\$353,230.00
MWCC	\$290,000.00
<b>Total Appropriations</b>	<b>\$643,230.00</b>

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of financing the sums appropriated shall be:

<u>Description</u>	<u>Amount</u>
Charges for Services	\$634,588.00
<b>Total Source of Financing</b>	<b>\$634,588.00</b>

6. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2008 Budget of the Trunk Water and Trunk Sewer Utility Capital Improvement Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Trunk Water and Trunk Sewer Utility Capital Improvement Fund for the calendar year of 2008 shall be:

<u>Description</u>	<u>Amount</u>
Trunk Water & Trunk Sewer Utility Capital Improvement Fund	\$77,000.00
<b>Total Appropriations</b>	<b>\$77,000.00</b>

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of financing the sums appropriated shall be:

<u>Description</u>	<u>Amount</u>
Water and Sewer Trunk Charges	\$77,000.00
<b>Total Source of Financing</b>	<b>\$77,000.00</b>

7. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2008 Budget of the Fire Equipment Replacement Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Fire Equipment Replacement Fund for the calendar year of 2008 shall be:

<u>Description</u>	<u>Amount</u>
Fire Equipment Replacement Fund	\$90,000.00
<b>Total Appropriations</b>	<b>\$90,000.00</b>

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of financing the sums appropriated shall be:

<u>Description</u>	<u>Amount</u>
Transfer from the General Fund	\$ 90,000.00
<b>Total Source of Financing</b>	<b>\$ 90,000.00</b>

8. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2008 Budget of the Public Works Equipment Replacement Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Public Works Equipment Replacement Fund for the calendar year of 2008 shall be:

<u>Description</u>	<u>Amount</u>
Public Works Equipment Replacement Fund	\$190,000.00
<b>Total Appropriations</b>	<b>\$190,000.00</b>

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of the financing the sums appropriated shall be:

<u>Description</u>	<u>Amount</u>
Transfer from the General Fund	\$ 20,500.00
Transfer from the Water Fund	\$ 5,000.00
Transfer from the Sewer Fund	\$100,000.00
<b>Total Source of Financing</b>	<b>\$125,500.00</b>

9. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2008 Budget of the Street Reconstruction Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Street Reconstruction Fund for the calendar year of 2008 shall be:

<u>Description</u>	<u>Amount</u>
Street Reconstruction Fund	\$25,000.00
<b>Total Appropriations</b>	<b>\$25,000.00</b>

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of the financing the sums appropriated shall be:

<u>Description</u>	<u>Amount</u>
Interest	\$ 95,000.00
Special Assessments	\$ 25,000.00
Transfer from the General Fund	\$ 45,000.00
<b>Total Source of Financing</b>	<b>\$165,000.00</b>

10. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2008 Budget of the Tax Stabilization Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Tax Stabilization Fund shall be:

<u>Description</u>	<u>Amount</u>
Transfer to General Fund	\$ 0
Transfer to Library Fund	\$ 0
<b>Total Appropriations</b>	<b>\$ 0</b>

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of financing the Tax Stabilization Fund appropriated shall be:

<u>Description</u>	<u>Amount</u>
Transfer from General Fund	\$ 0
<b>Total Source of Financing</b>	<b>\$ 0</b>

11. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2008 Budget of the Recreation Capital Equipment Maintenance Fund:

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Recreation Capital Equipment Maintenance Fund shall be:

<u>Description</u>	<u>Amount</u>
Recreation Capital Equipment Maintenance Expenditures	\$ 0
<b>Total Appropriations</b>	<b>\$ 0</b>

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of financing the Recreation Capital Equipment Maintenance Fund appropriated shall be:

<u>Description</u>	<u>Amount</u>
Gambling Taxes	\$ 4,477.00
<b>Total Source of Financing</b>	<b>\$ 4,477.00</b>

12. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2008 Budget of the Park Improvement Fund:

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Park Improvement Fund shall be:

<u>Description</u>	<u>Amount</u>
Park Improvement Exp:	\$175,000.00
<b>Total Appropriations</b>	<b>\$175,000.00</b>

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of financing the Park Improvement Fund shall be:

<u>Description</u>	<u>Amount</u>
Park Fees:	\$20,000.00
<b>Total Source of Financing</b>	<b>\$20,000.00</b>

The motion for adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_ and upon roll call being taken thereon, the following voted via voice:

Jon Nowaczek –	Torry Kraftson –
Connie Carlson –	Sharon Ridgway –
Dan Johnson –	

Thereupon said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota on this 3<sup>rd</sup> day of December 2007.

ATTEST:

\_\_\_\_\_  
Mike McGuire  
City Administrator

\_\_\_\_\_  
Jon Nowaczek  
Mayor

**RESOLUTION NO. 07-**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE  
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA  
HELD DECEMBER 3, 2007**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 3<sup>rd</sup> day of December 2007, at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
ADOPTING THE 2008-2012 CAPITAL IMPROVEMENT PLAN**

WHEREAS: The preliminary Capital Improvement Plan for 2008-2012 was presented to and accepted by the City Council at its September 10, 2007 meeting.

WHEREAS: The City of Bayport wishes to establish its 2008-2012 Capital Improvement Plan, as delineated on the document attached to this resolution.

NOW THEREFORE BE IT RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, does hereby ordain as follows:

1. Be it resolved that the City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the 2008-2012 Capital Improvement Plan as follows:

2008	\$ 390,000.00
2009-2012	\$4,060,000.00

The motion for adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_ and upon roll call being taken thereon, the following voted via voice:

Jon Nowaczek –	Torry Kraftson –
Connie Carlson –	Sharon Ridgway –
Dan Johnson –	

Thereupon said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota on this 3<sup>rd</sup> day of December 2007.

ATTEST:

\_\_\_\_\_  
Mike McGuire  
City Administrator

\_\_\_\_\_  
Jon Nowaczek  
Mayor

CITY OF BAYPORT

CAPITAL IMPROVEMENT PROJECTS PLAN

2008

FUND	203 Public Works Equipment Fund	206 Water/Sewer Improvement Fund	102 Street Reconstruction Fund	New Cemetery Capital Improvement Fund	207 Park Dedication Fund	200 Fire Equipment Fund	New Police Equipment Fund	New Office Automation Fund	New Municipal Bldgs Maint Fund
Curbs & Sidewalks Rehab			\$15,000						
Hwy 95 Crossing Feasibility Study			\$10,000						
Salt/Sand Storage Shed	\$60,000								
Replace 1990 1 Ton Dump Truck	\$60,000								
Lakeside Park - Phase 1B					\$150,000				
Barker's Alps - master plan					\$10,000				
Resurface Tennis Courts					\$15,000				
Purchase Power Vee snow plow for loader	\$20,000								
Multifunction utility vehicle	\$50,000								
<b>2008 Total</b>	\$190,000	\$0	\$25,000	\$0	\$175,000	\$0	\$0	\$0	\$0

**RESOLUTION NO. 07-**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE  
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA  
HELD DECEMBER 3, 2007**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 3<sup>rd</sup> day of December 2007, at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
CERTIFYING THE CITY OF BAYPORT'S LEVY TO WASHINGTON COUNTY FOR THE  
YEAR 2008 BUDGET AT \$985,470.00.**

WHEREAS: The City of Bayport established a preliminary levy certification for the City of Bayport's Levy at its September 10, 2007 meeting; and,

WHEREAS: The City Council of the City of Bayport wishes to establish its levy for its year 2008 budget.

NOW THEREFORE BE IT RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, does hereby ordain as follows:

- 1) Certify its payable 2008 levy as follows:
- |    |                           |               |
|----|---------------------------|---------------|
| A. | General Fund Levy         | \$ 787,735.00 |
| B. | Debt Service Levy         | \$ 47,605.00  |
| C. | Special Library Fund Levy | \$ 150,130.00 |
|    | Total 2008 Levy           | \$ 985,470.00 |

The motion for adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_ and upon roll call being taken thereon, the following voted via voice:

Jon Nowaczek –	Torry Kraftson –
Connie Carlson –	Sharon Ridgway –
Dan Johnson –	

Thereupon said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, on this 3<sup>rd</sup> day of December 2007.

ATTEST:

\_\_\_\_\_  
Mike McGuire  
City Administrator

\_\_\_\_\_  
Jon Nowaczek  
Mayor

**RESOLUTION NO. 07-**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE  
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA  
HELD DECEMBER 3, 2007**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 3<sup>rd</sup> day of December 2007, at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
ESTABLISHING A CEMETERY CAPITAL IMPROVEMENT FUND, A POLICE  
EQUIPMENT REPLACEMENT FUND, A MUNICIPAL BUILDINGS MAINTENANCE  
FUND, AND AN OFFICE AUTOMATION FUND, EFFECTIVE JANUARY 1, 2008**

WHEREAS: The City of Bayport is required on a regular basis to replace and repair municipal buildings and equipment, and;

WHEREAS: The cost of replacing and repairing equipment for the aforementioned funds has a significant price tag, which is difficult for the City to finance in any one budget year, and;

WHEREAS: The City Council desires to establish a Cemetery Capital Improvement Fund, a Police Equipment Replacement Fund, a Municipal Buildings Maintenance Fund, and an Office Automation Fund to accrue the necessary funds over a period of time to help finance the necessary repairs and replacement.

NOW THEREFORE BE IT RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, does hereby ordain as follows:

1. Establish a Cemetery Capital Improvement Fund, a Police Equipment Replacement Fund, a Municipal Buildings Maintenance Fund, and an Office Automation Fund, effective January 1, 2008.
2. The City shall finance these funds with transfers of money from the City's general fund, annual budget, grants, fund balances, or other sources, as appropriate.

The motion for adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_ and upon roll call being taken thereon, the following voted via voice:

Jon Nowaczek –  
Connie Carlson –  
Dan Johnson –

Torry Kraftson –  
Sharon Ridgway --

Thereupon said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, on this 3<sup>rd</sup> day of December 2007.

ATTEST:

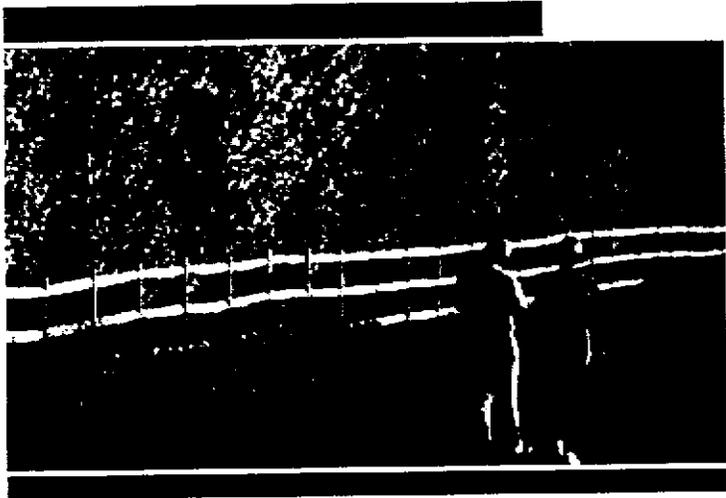
\_\_\_\_\_  
Mike McGuire  
City Administrator

\_\_\_\_\_  
Jon Nowaczek  
Mayor

*Comprehensive Plan Update  
for*

**City of Bayport, Minnesota**

*November, 2007*



# Table of Contents

<b>Background</b> .....	<b>1</b>
Policies and Objectives	
Regional Planning Area Designations	
Population, Household, and Employment Forecasts	
<b>Land Use</b> .....	<b>5</b>
Surface Water Map	
Existing Land Use Map and Definition of Categories	
Future Land Use Map and Definition of Categories	
Existing and Planned Land Use Table	
Development Staging Plan	
Residential Development and Housing Plan	
Solar Access Protection	
Aggregate Resource Protection	
<b>Transportation</b> .....	<b>16</b>
Existing Transportation System	
Transportation Plan	
<b>Public Utilities</b> .....	<b>29</b>
Existing Public Utilities	
Sewer and Wastewater Plans	
Water Related Plans	
<b>Parks</b> .....	<b>42</b>
Existing Parks and Trails Map	
<b>Implementation</b> .....	<b>43</b>
Official Controls	
Capital Improvement Program 2009 - 2012	

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# Background

## Policies and Objectives

### *Authority to Plan*

Chapter 462 of Minnesota Statutes, Municipal Planning and Development, authorizes cities to prepare and implement a comprehensive plan. This statute enables a municipality to carry on comprehensive municipal planning activities to guide the future development and improvement of the municipality. It further enables the City to prepare, adopt, and amend a comprehensive municipal plan and implement such plan by ordinance and other official actions.

In addition to Chapter 462, the Metropolitan Land Use Planning Act, Chapter 473, requires local units of government in the metropolitan area to either adopt or update their comprehensive plans to make them consistent with certain standards and policies as established by the Metropolitan Council. The intent of this state statute is to control and guide urban development in the metropolitan area.

Bayport's Comprehensive Plan Update is presented in this document. It is primarily written in response to the Metropolitan Council's System Statement for the City of Bayport and takes into account new growth projections and policies published in the 2030 Regional Development Framework. This plan update also factors in policies of other State and regional plans such as The 2030 Transportation Policy Plan, The 2030 Water Resources Management Policy Plan, and The 2030 Regional Parks Policy Plan.

### *Purpose*

The purpose of this Comprehensive Plan Update is to demonstrate compliance with the Regional Council's 2030 Regional Development Framework in a way that reflects the City of Bayport's vision. The policies in this plan will guide Bayport's land use, housing, resource protection and infrastructure decisions in the coming years.

### *Scope*

The comprehensive plan update is a statement of public policy, based on a common vision of where the City wants to go and how it intends to get there. It is intended to be a general update consisting of policies, objectives, concepts and relationships in response to the System Statement and the 2030 Regional Development Framework. It is intended to be flexible, to serve as a frame of reference for future development and investment decisions. If interpreted too literally, it serves no purpose other than that of a zoning ordinance. If interpreted too generally, its value as a guide will be compromised.

### *Process*

Comprehensive planning is a process, not a product. The update is a written guideline in response to changing public needs. The City



Council will adopt the update after careful public review by all stakeholders, including adjoining jurisdictions as well as the Metropolitan Council.

### ***Application***

The comprehensive plan update will be used as a guide for making land use changes, preparing and implementing ordinances, preparing capital improvement programs and influencing the rate, timing and location of future growth. This document should be used when a development decision is being made, changes or deviations are made to the Zoning Ordinance, and when the City budget is being prepared.

### **Regional Planning Area Designations**

Bayport is classified as a “developing community” in the 2030 Regional Development Framework, indicating that greater than 15 percent of land within its borders was identified as vacant or available for development in 2000. See the framework map below for a contextual view of Bayport within the region.





## Population, Household, and Employment Forecasts

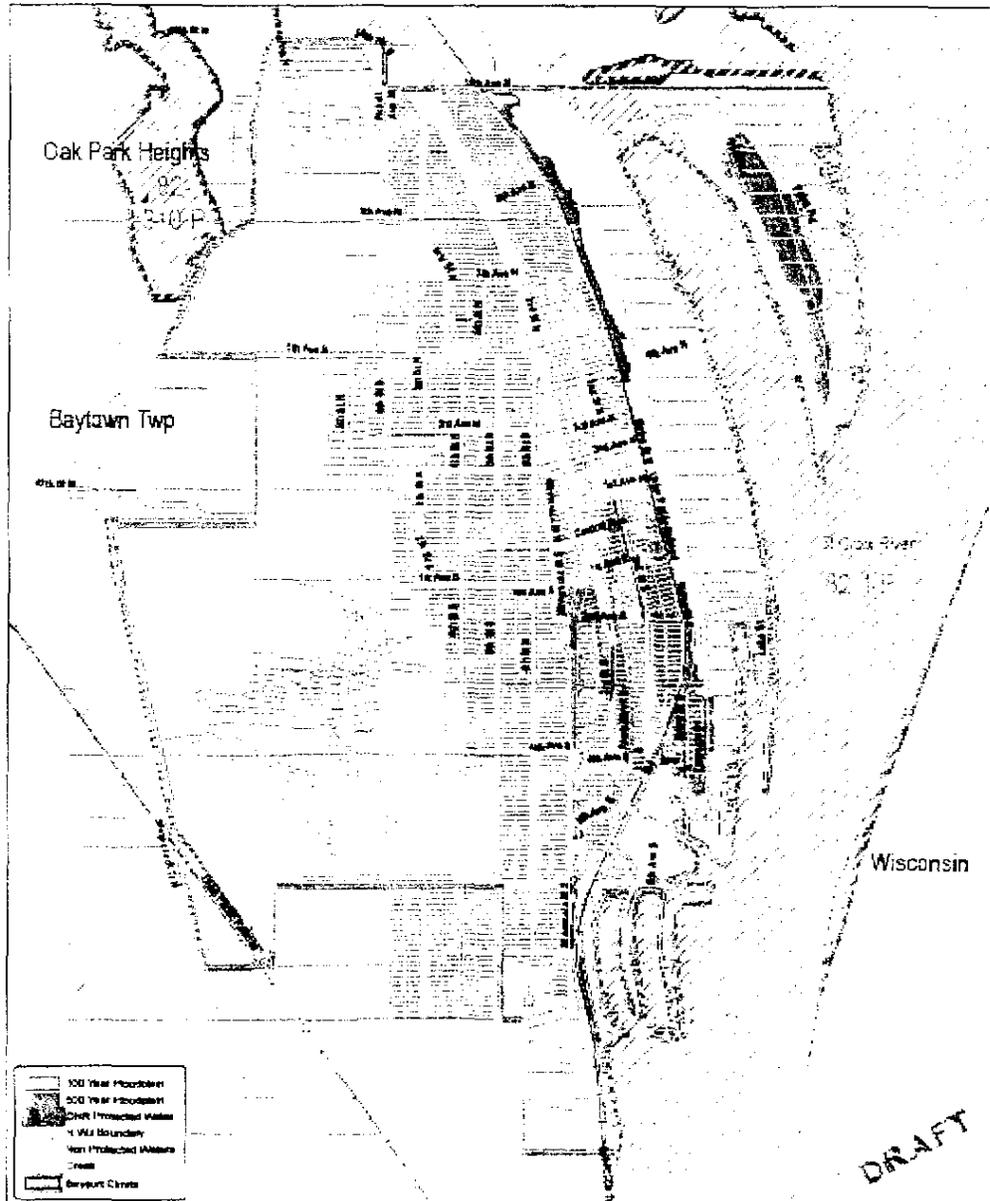
As of August, 2005, Bayport's growth was forecast at the following levels by the 2030 Regional Development Framework:

	1990	2000	2010	2020	2030	Change 2000- 2030
Total population	3,200	3,162	4,600	5,300	6,000	89.8%
All other population	1,736	1,781	3,220	3,920	4,620	159.4%
Prison population	1,464	1,381	1,380	1,380	1,380	0%
Total households	743	763	1,140	1,300	1,500	96.6%
Total employment	3,200	4,478	5,200*	5,700	6,300	40.7%

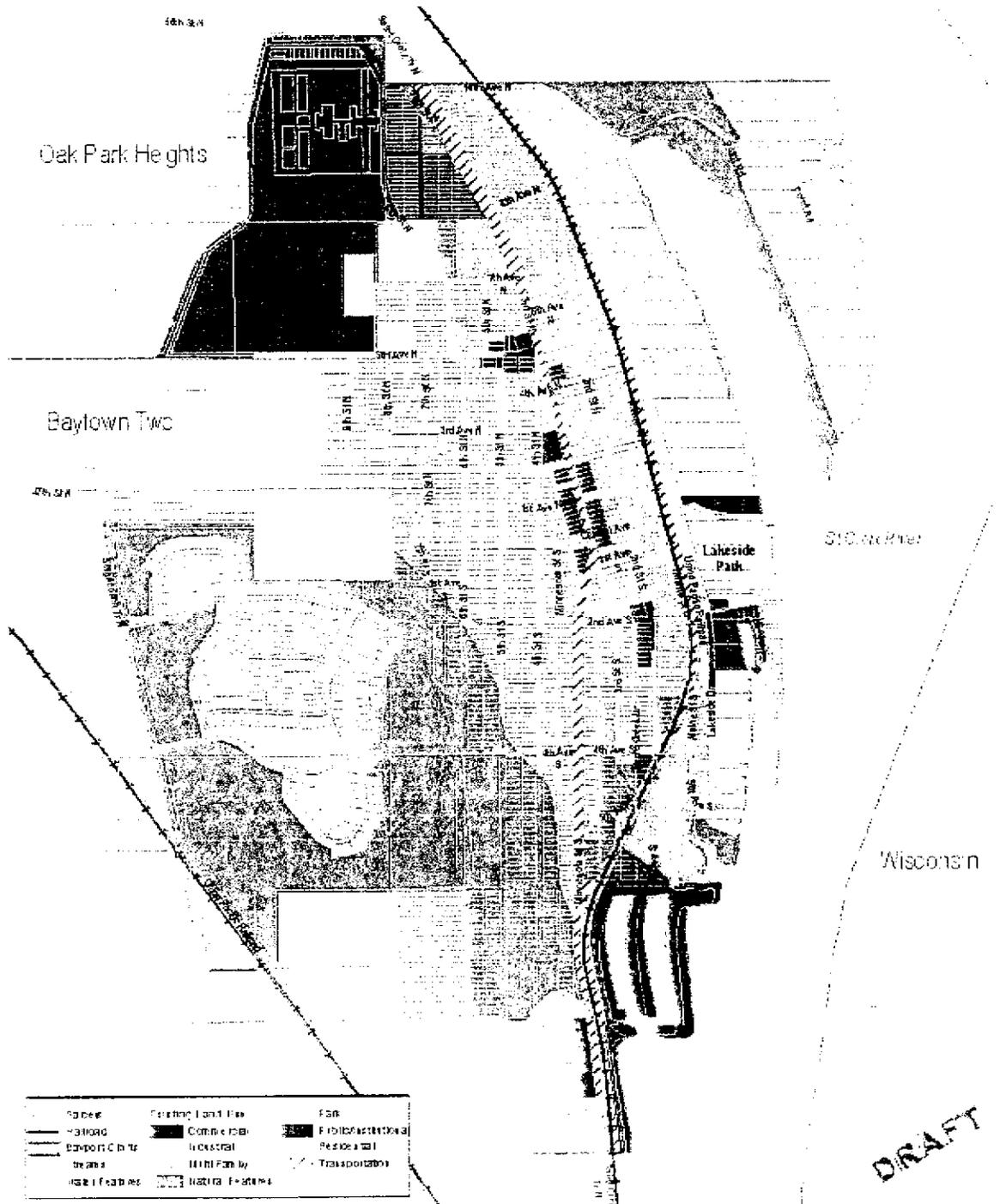
Source: 2030 Regional Development Framework, Metropolitan Council, updated January 2007. \*Andersen recently approved a layoff of 400 workers effective January 2, 2007. This is not accounted for in 2030 RDF projections.



# Land Use Surface Water Map



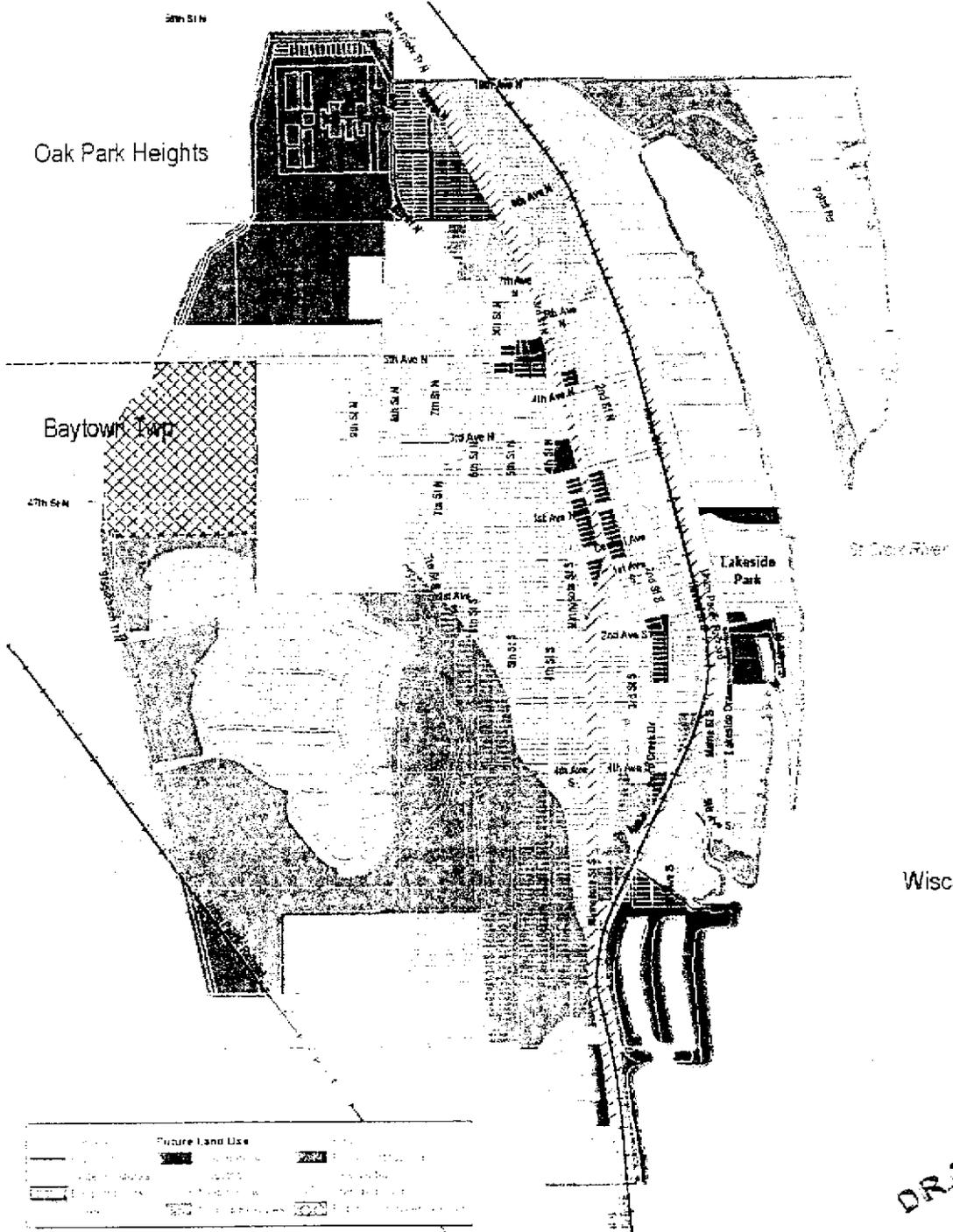
# Existing Land Use Map and Definition of Categories



DRAFT



# Future Land Use Map and Definitions of Categories



DRAFT



## Existing and Planned Land Use Table

L.U. Category	# Dwelling Units	Acres	Net Residential Density
2000 (Census)			
<b>Residential</b>			
Low Density	634	354	1.8 units per acre
Medium Density	129	13	9.9 unit per acre
High Density	n/a	n/a	n/a
Mixed Use - Primarily Residential* (Inspiration)	328	245 (170 consisting of open space)	1.5 units per acre
<b>C/I Land Uses</b>			
Commercial	n/a	22	n/a
Industrial	n/a	87	n/a
Business Park	n/a	n/a	n/a
Mixed Use	n/a	25	n/a
<b>Public/Semi Public Land Uses</b>			
Public (Parks)	n/a	63	n/a
Institutional (Prison)		145	

L.U. Category	# Dwelling Units	Acres	Net Residential Density
2005 (Est.)			
<b>Residential</b>			
Low Density	791	354	2.2 units per acre
Medium Density	161	13	12.4 units per acre
High Density	n/a	n/a	n/a
Mixed Use - Primarily Residential* (Inspiration)	328	245 (170 consisting of open space)	1.5 units per acre
<b>C/I Land Uses</b>			
Commercial	n/a	22	n/a
Industrial	n/a	87	n/a
Business Park	n/a	n/a	n/a
Mixed Use	n/a	25	n/a
<b>Public/Semi Public Land Uses</b>			
Public (Parks)	n/a	63	n/a
Institutional (Prison)		145	



**Existing and Planned Land Use Table (cont.)**

<b>L.U. Category</b>	<b># Dwelling Units</b>	<b>Acres</b>	<b>Net Residential Density</b>
<b>2005-2010</b>			
<b>Residential</b>			
Low Density	946	354	2.7 units per acre
Medium Density	194	13	14.9 units per acre
High Density	n/a	n/a	n/a
Mixed Use - Primarily Residential* (Inspiration)	328	245 (170 consisting of open space)	1.5 units per acre
<b>C/I Land Uses</b>			
Commercial	n/a	22	n/a
Industrial	n/a	87	n/a
Business Park	n/a	n/a	n/a
Mixed Use	n/a	25	n/a
<b>Public/Semi Public Land Uses</b>			
Public (Parks)	n/a	63	n/a
Institutional (Prison)		145	

<b>L.U. Category</b>	<b># Dwelling Units</b>	<b>Acres</b>	<b>Net Residential Density</b>
<b>2010-2015</b>			
<b>Residential</b>			
Low Density	1013	354	2.9 units per acre
Medium Density	207	13	15.9 units per acre
High Density	n/a	n/a	n/a
Mixed Use - Primarily Residential* (Inspiration)	328	245 (170 consisting of open space)	1.5 units per acre
<b>C/I Land Uses</b>			
Commercial	n/a	22	n/a
Industrial	n/a	87	n/a
Business Park	n/a	n/a	n/a
Mixed Use	n/a	25	n/a
<b>Public/Semi Public Land Uses</b>			
Public (Parks)	n/a	63	n/a
Institutional (Prison)		145	



Existing and Planned Land Use Table (cont.)

L.U. Category	# Dwelling Units	Acres	Net Residential Density
2015-2020			
<b>Residential</b>			
Low Density	1079	354	3.0 units per acre
Medium Density	221	13	17.0 units per acre
High Density	n/a	n/a	n/a
Mixed Use - Primarily Residential* (Inspiration)	328	245 (170 consisting of open space)	1.5 units per acre
<b>C/I Land Uses</b>			
Commercial	n/a	22	n/a
Industrial	n/a	87	n/a
Business Park	n/a	n/a	n/a
Mixed Use	n/a	25	n/a
<b>Public/Semi Public Land Uses</b>			
Public (Parks)	n/a	63	n/a
Institutional (Prison)		145	
2020-2025			
<b>Residential</b>			
Low Density	1162	354	3.3 units per acre
Medium Density	238	13	18.3 units per acre
High Density	n/a	n/a	n/a
Mixed Use - Primarily Residential* (Inspiration)	328	245 (170 consisting of open space)	1.5 units per acre
<b>C/I Land Uses</b>			
Commercial	n/a	22	n/a
Industrial	n/a	87	n/a
Business Park	n/a	n/a	n/a
Mixed Use	n/a	25	n/a
<b>Public/Semi Public Land Uses</b>			
Public (Parks)	n/a	63	n/a
Institutional (Prison)		145	



**Existing and Planned Land Use Table (cont.)**

<b>L.U. Category</b>	<b># Dwelling Units</b>	<b>Acres</b>	<b>Net Residential Density</b>
2015-2020			
<b>Residential</b>			
Low Density	1245	354	3.5 units per acre
Medium Density	255	13	19.6 units per acre
High Density	n/a	n/a	n/a
Mixed Use - Primarily Residential* (Inspiration)	328	245 (170 consisting of open space)	1.5 units per acre
<b>C/I Land Uses</b>			
Commercial	n/a	22	n/a
Industrial	n/a	87	n/a
Business Park	n/a	n/a	n/a
Mixed Use	n/a	25	n/a
<b>Public/Semi Public Land Uses</b>			
Public (Parks)	n/a	63	n/a
Institutional (Prison)		145	



### ***Residential Development Staging Plan***

Bayport is a near-developed community with a very limited supply of land for new development. In the last few years the most significant development has been the completion of the rebuilt Croixdale senior citizen housing complex with approximately 100 units and the Inspiration housing development which will ultimately have 253 single family houses, of which 121 are currently platted. Housing supply should be able to accommodate seniors, renters and homeowners. Commercial development will most likely be infill along the commercial corridor.

The City's current goals are to limit growth, for example, forgoing annexation of surrounding townships. In the fall of 2006, both the City of Bayport and Baytown Township agreed to an orderly annexation agreement for a 26.76 acre site west of Barkers Alps Park. The agreement was the first step in an anticipated development proposal, however the initial proposal was not advanced by the developer. The City of Bayport has no future plans for annexation nor does it desire to actively seek lands outside of its incorporated boundary. This is consistent with both the City's goals and its neighbors - preserving other municipalities' independence while working together, in everyone's best interest, to accommodate growth in the future.

As this demonstrates, the need for major capital programs to add infrastructure, i.e. roads, sewer, water, is not a significant priority for the City in the near term. Further studies are being done at this time to fully assess and analyze future water and sewer infrastructure requirements in cooperation with the Regional Council in the long-term.

### **Residential Development and Housing Plan**

#### ***Current Conditions***

The City of Bayport has not seen significant population growth in over a decade, and until recently its slow residential growth has reflected this trend. Much of the development that has occurred within the City has occurred through infill development. The Croixdale development, an 111-unit assisted living and senior housing complex, was completed in 2005. Other examples of growth in housing stock include small lot, single family housing rehabilitation projects, minor subdivisions and lot splits, and (small 12-units and under) PUD twin-home developments.

Following the completion of the Inspiration Development, which will add 328 units, the total number of housing units in the City will reach 1,225. Currently, 72.8 percent of housing units in Bayport are single family units, 2.0 percent are duplexes, and the remaining 25.2 percent are multifamily units. Housing tenure is fairly evenly distributed, with between 10 and 20 percent of households being occupied by current householder per census period.



The 2000 U.S. Census shows a residential vacancy rate of 3% in Bayport. Of the remaining units, 22.5 percent are renter-occupied and 74.5 percent are owner-occupied. Housing values in Bayport tend towards the lower end of the market spectrum for the seven county metropolitan area, with a median value in 2005 of \$223,180. This may be due in part to the fact that until the construction of housing units in the Inspiration and Croixdale developments, only 6.2 percent of homes in Bayport were built after 1990. Nearly two thirds of Bayport's housing stock was constructed prior to 1960.

### ***Housing Strategy***

The City of Bayport has negotiated housing goals with the Metropolitan Council as they relate to the Livable Communities Act. The City of Bayport supports the following principals for providing housing within the community:

1. A balanced housing supply, with housing available for people at all income levels.
2. The accommodation of all racial and ethnic groups in the purchase, sale, rental and location of housing within the community.
3. A variety of housing types for all people of all ages.
4. A community of well-maintained housing and neighborhoods, including ownership and rental housing.
5. Housing development that respects the natural environment of the community while striving to accommodate the need for a variety of housing types and counts.
6. The availability of a full range of services and facilities for its residents, and the improvement of access to and linkage between housing and employment.

The Comprehensive Plan states that the following design standards are necessary for all residential areas:

- Establish design guidelines which encourage developments that are architecturally compatible with historic neighborhoods and are in keeping with traditional design standards.
- Encourage buildings to be designed and/or renovated in character and size with the historical nature of the City. Buildings that are out of context with surrounding buildings due to additional size or height will be discouraged.
- Define standards to regulate the bulk, height, area and density of buildings in new residential areas to create consistency with existing residential neighborhoods.
- Provide financial incentives for building renovation and replacement in keeping with the area's historical architecture.
- Reduce the number of direct driveway accesses to the arterial and collector street system as part of the development and retro-



velopment process.

- Encourage stormwater on-site infiltration (i.e. rain gardens)

It is also the policy of the Comprehensive Plan to broaden housing options by supporting the following:

- Encourage innovative zoning and land use approaches to encourage the development of diverse and affordable housing for persons of all ages.
- Facilitate the redevelopment and replacement of blighted residential properties to satisfy community housing needs.
- Promote mixed housing and clustering by planned unit development but maintain overall densities in circumstances where it is advantageous to protect natural features such as woodlands, wetlands, and the bluffs.
- Require parkland dedication or, at the discretion of the City, cash payments in lieu of land to satisfy the needs of the developing residential areas. Land dedication should correlate with parklands shown on the Comprehensive Plan. Dedication should not include lands that are unsuitable for recreation purposes.

### ***Residential Development Conforms to Regional Plans***

Bayport's available residential land supply is limited. Projections predict population growth between 2000 and 2030 at nearly 90 percent. As a designated developing community, Bayport seeks a flexible approach to accommodate this growth or any changes in actual population growth - given the nature of long-term forecasting.

Current policies anticipate predicated growth and will increase densities while preserving parks and natural resources by using strategies designed to utilize innovative zoning and land uses. Traditional approaches, such as infill development, are also encouraged.

Policies are designed to make sure regional services and infrastructure will be efficiently provided, and that development and growth will be coordinated with other local communities and the Metropolitan Council.

### **Solar Access Protection**

Since 1978, the Metropolitan Land Planning Act has required communities to include an element in their plans to protect access to direct sunlight for solar energy systems. The purpose of this provision is to protect solar collectors from shading by adjacent structures and/or landscaping.

The City of Bayport recognizes the value of solar access protection and energy conservation in general; however, the community is experiencing limited new construction in urbanized areas. In addition,



while a considerable amount of new development will occur throughout the City in the future, the application of this provision will be difficult within the context of an established land use pattern and natural topography. For this reason, the City will look beyond solar accessibility to address the conservation of energy in general through its comprehensive planning efforts.

### **Aggregate Resource Protection**

Some mineral deposits, primarily sand and gravel, exist to the west and south of Bayport. Mining of these materials occurs in two areas, southwest and south of the City. The mines are located far enough away from the slopes, so as not to cause erosion to the bluffs. While some rock formations exist along the bluffs, mining of these rocks would be regulated by the City and Washington County's Lower St. Croix River Bluff Land and Shoreland Management Ordinance.



# Transportation

## Existing Transportation System

This section describes in detail the existing transportation system and identifies deficiencies and opportunities for this system.

### Existing Streets

The City of Bayport's transportation connections are limited by the St. Croix River on the east and the bluffs in the middle of the City and County State Aid Highway 21 (CSAH 21) to the west. State Highway 95 represents the principal north/south access road through Bayport and provides connections to Trunk Highway (TH) 36 to the north and I-94 to the south. Because of this, almost all traffic is compelled to pass through the core area of Bayport. On the west boundary of Bayport, Stagecoach Road (County State Aid Highway (CSAH) 21) is the only other major north/south road. Stagecoach Road provides access to Baytown Township and connects to communities south of Bayport. Stagecoach Road extends to the north of Bayport to 59th St. N., where it connects to the south end of CSAH 23. CSAH 23 is also a north/south road (located to the north of Bayport) which provides access to State TH 36. CSAH 23 provides direct access into Oak Park Heights and Stillwater and indirect access to Bayport, via CSAH 21.

CSAH 14 and 28 are the primary east/west access roads in the northern part of Bayport, however, they provide limited access to the City. CSAH 14 does connect to TH 95 and provides access to Lake Elmo, West Lakeland and Baytown Township. CSAH 28 is located at the north City limits and serves as a connection between TH 95 and CSAH 21. There are no accessible east/west roads in the southern portion of Bayport except 22nd Street North which is several miles south of the city limits.

All other roads in Bayport are local roads which provide connections to and between neighborhoods in Bayport. Several new local roads were added as part of the Inspiration Development on the western portion of the City. These new roads all feed to CSAH 21.

Developing additional corridors in the future may be limited because of the land ownership and bluff constraints. In particular, future east/west corridors which could connect the existing City to future growth areas to the west of the community will be limited. Because of this, existing roads that provide access to Bayport and surrounding communities may need to be upgraded and widened to accommodate future traffic volumes.

### Transportation Congestion

The City of Bayport is relatively free from traffic congestion except for several intersections along Highway 95 which experience congestion problems between 2:30 and 3:30 p.m. This congestion is due to



the shift changes at Andersen Corporation. The intersections which receive the most traffic are:

- 3rd Ave. South
- 2nd Ave. South
- Central Ave
- 1st Ave. North
- 2nd Ave. North
- 3rd Ave. North
- 4th Ave. North
- 5th Ave. North
- 6th Ave. North

Since traffic is traveling to and from the Andersen Corporation, congestion at these intersections is occurring on the east side of Highway 95. This congestion problem increases during the May to October season when Andersen Windows is manufacturing and selling more of its products.

### ***Existing Railroad***

The City currently has one spur line and one main line which traverse the eastern boundary and southwest corner of Bayport. Both of these rail lines are owned and operated by the Union Pacific Railroad Company. The spur line starts at the Lakeland Junction and runs north/south along the St. Croix River to an area just north of the Xcel A. S. King Plant in Oak Park Heights. Lakeland Junction is located along the St. Croix River just north of the City of Lakeland. This spur line services both the Xcel Plant and the Andersen Corporation and as such, is used solely for the loading and unloading of industrial materials and products. Only one to two trains per day travels along this spur line presently.

Bayport also has a portion of the Union Pacific main line running through the recently annexed portion (Inspiration Development) of its community. This main line runs east/west from Eau Claire to St. Paul and is known as the Eau Claire Subdivision. Six to eight trains run along this main line per day.

The location of these railroad lines present certain challenges to the existing and future land uses of the City. Loading and unloading of cars along the spur railroad line occurs daily. Because of this activity, traffic flow is disrupted and noise pollution is increased. As development occurs along the main line (to the west of the City), opportunities to reduce the physical, social and environmental impacts should be encouraged.

### ***Existing Water Transportation***

In the past, a ferry boat operated between Bayport and North Hudson for several years until the City of Hudson erected a bridge across the St. Croix River at Hudson. Today, barge activity does occur on the St. Croix River; however, there are no barge terminals in



Bayport that transport either passengers or materials. The majority of water transportation that occurs along Bayport's shore is recreational. Private boats are kept at the marinas and a public boat launch site is available for fishing and recreational boating. The public boat launch facility consists of 4th Avenue North which dead ends into the St. Croix River. Access to this site is poor and parking for cars and boat trailers is inadequate. Due to problems with nonresidents parking boat trailers on streets to access the water, the City has worked with Andersen Corporation to provide for limited permit parking in their adjacent lot and has put a ban on boat trailer street parking. In the future, efforts should be made to encourage more convenient use of the launch facility by making it more accessible and a more prominent part of the community.

### Transportation Plan

Bayport's proposed street and highway system consists of a functional hierarchy of arterial, collector and local streets. Arterials are under the jurisdiction of the County and/or State, collectors are under the jurisdiction of the County. Local streets are those roads that are not a major street and are under the responsibility of the City.

### Traffic Analysis Zone

The City of Bayport's population, household, and employment forecasts are allocated into one Traffic Analysis Zone (TAZ). The zone is displayed in the table and figure below.

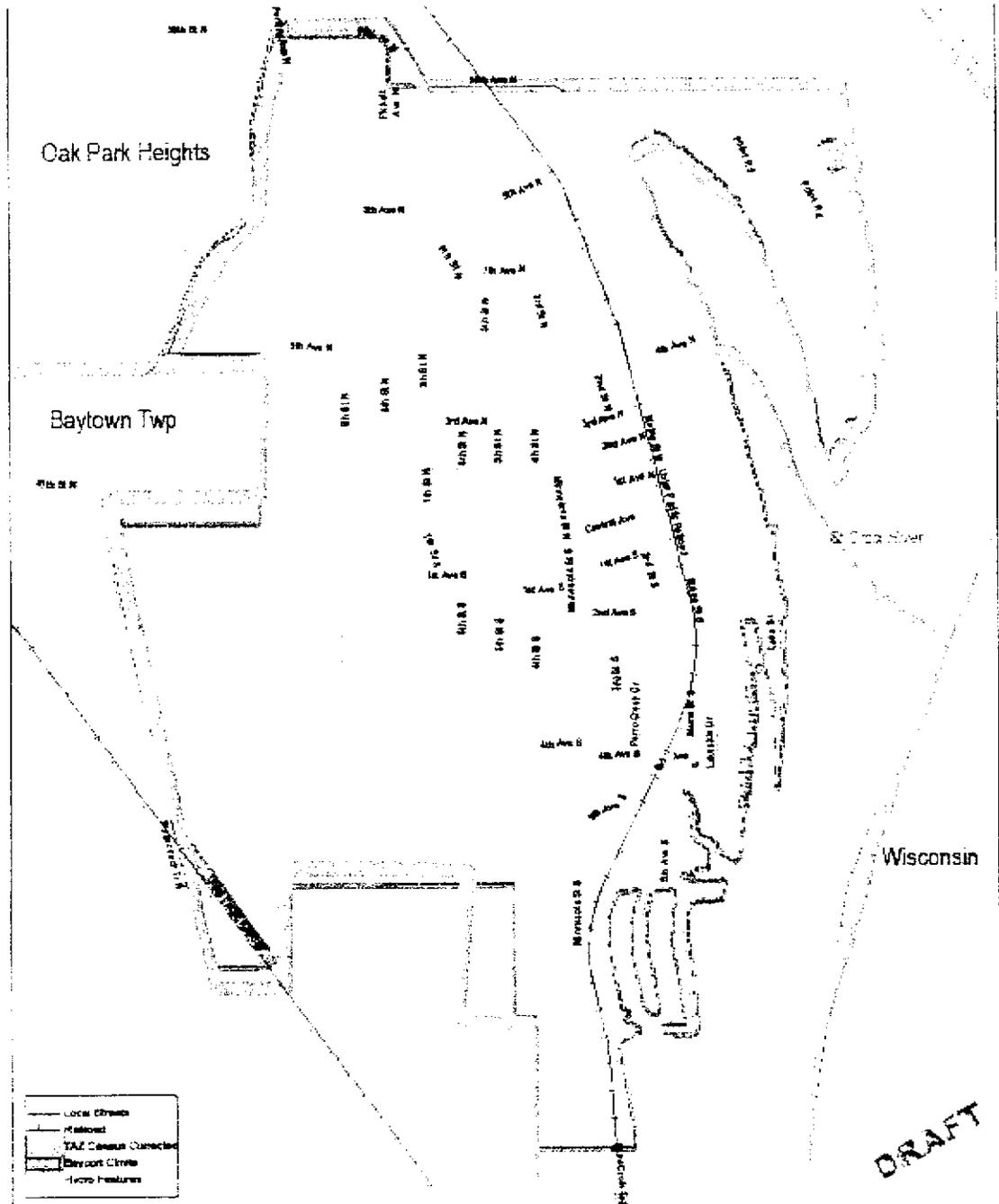
Allocation of Forecasts to Traffic Analysis Zone (TAZ)

TAZ #	2000			2010			2020			2030		
	Pop	HH	Emp	Pop	HH	Emp	Pop	HH	Emp	Pop	HH	Emp
1	3162	763	4478	4600	1140	5200	5300	1300	5700	6000	1500	6300

Pop = Population forecasts  
 HH = Households forecasts  
 Emp = Employment forecasts

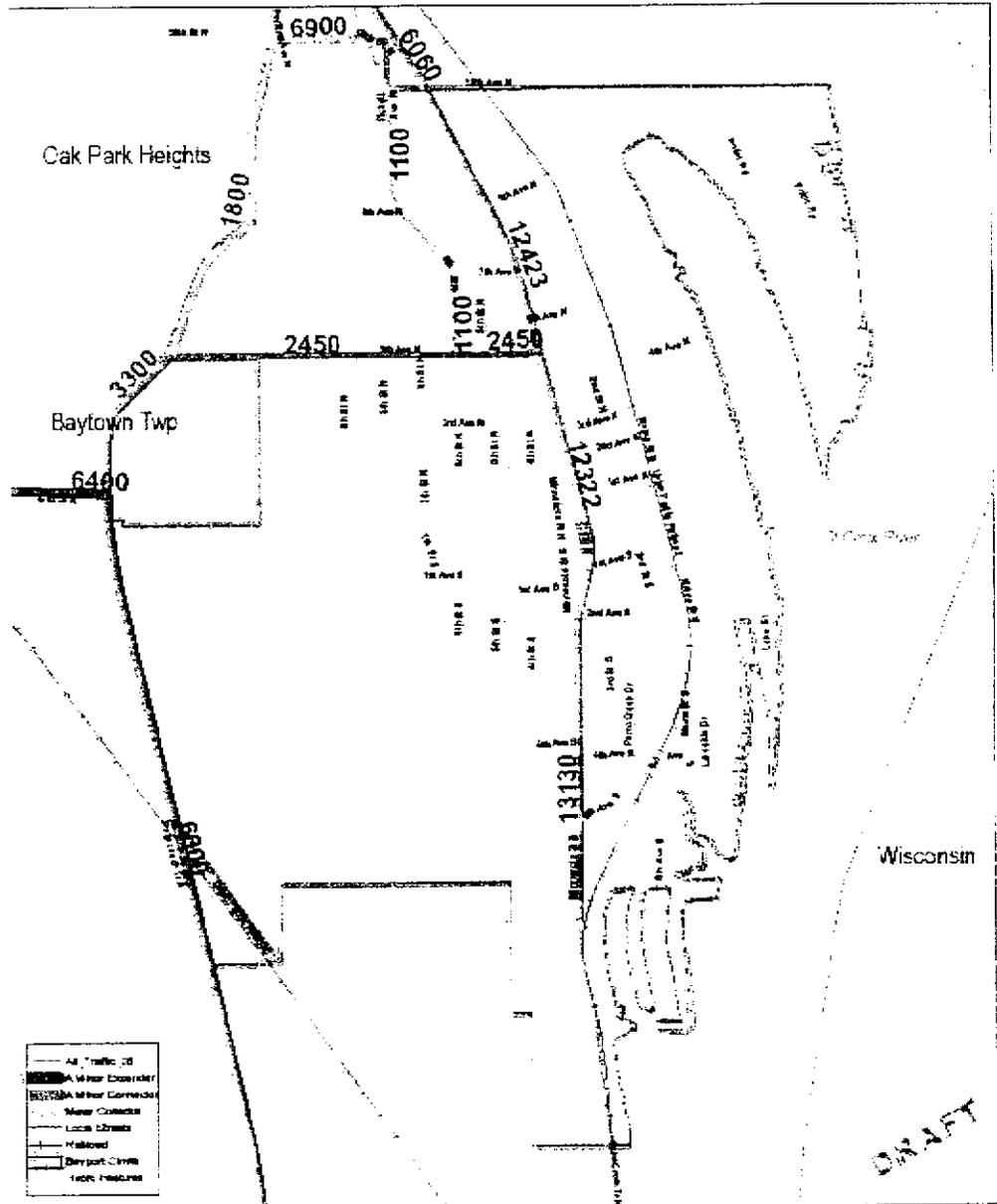


# Traffic Analysis Zone Map



### Functional Classification and Traffic Volumes

The Functional Classifications and Traffic Volumes Map identifies the jurisdictional classifications and traffic volumes for the primary roads in Bayport. The current AADT volumes indicated on this map are based on 2005 counts performed by Mn/DOT. A two percent annual increase was used to forecast 2030 AADT volumes.



### ***Planned Highway Improvements***

This section identifies some of the improvements that are programmed to occur between now and the year 2008 according to Mn. DOT, Washington County, and the City of Bayport.

**TH 36 St. Croix Bridge:** The Highway 36 St. Croix Bridge Project is currently in process. This new bridge will be constructed at the junction of Highway 36 and 95, where it will expand east across the St. Croix River and connect to the future extension of Highway 64 at the Wisconsin border. This new bridge is meant to reduce congestion and increase safety by allowing more through trips to bypass narrow downtown streets.

Turn lanes will be constructed along CSAH 21 with the second phase of the Inspiration Development. As warrants are met, a traffic control signal will be constructed at the CSAH 14 and CSAH 21 intersection.

### ***Transportation – Land Use Relationship***

The City does not have any current plans to annex or develop any additional land. The only foreseeable development in or adjacent to the City would be residential development by private developers. Any future development in the City of Bayport would need to comply with land use, natural resource protection, and transportation planning requirements outlined in the Transportation Policy Plan.

### ***Capacity and Safety Issues***

Because of the unique natural features and land use patterns, Bayport's transportation system will have to be planned carefully to ensure maximum use of its roads to eliminate congestion and access problems. While the existing roads will need to be preserved, maintained, and in some cases widened; new local roads will also need to be built to meet development and future traffic needs. Any new or existing roads that are built, upgraded, or reconstructed, should be built according to the designated design standards and access control guidelines identified in this section. It is not anticipated that any additional local streets that would be built as part of future developments would create enough additional traffic to exceed capacity of the regional road network.

Safety has always been a concern of the City of Bayport. With a State highway (TH 95) running through the middle of the City and Andersen Elementary School fronting the highway, pedestrian safety and crossing is a major concern. The City has initiated a crossing program. At major intersections with TH 95, flags have been installed on both sides of the highway. Pedestrians, including students going to and from the school or using Perro Park, are encouraged to take a flag, use it to help drivers see them and leave the flag on the opposite side of the street.

Future traffic volumes may require the addition of a traffic signal at



the intersection of CSAH 21 and CSAH 14 as a result of the additional traffic created by the Inspiration Development. The developer was required to escrow funds for a portion of the future traffic signal.

Dedicated bicycle/pedestrian paths are one means of attempting to reduce pedestrian/vehicle accidents by physically separating bicycles and vehicles. the intersection of CSAH 21 and CSAH 14 as a result of the additional traffic created by the Inspiration Development. The developer was required to escrow funds for a portion of the future traffic signal.

The inclusion of bicycle/pedestrian paths will be encouraged with any new development that occurs. Mn/DOT has also included the construction of a bicycle/pedestrian path as a part of the new St. Croix River crossing bridge. This path will link the existing sidewalk located along the west side of TH 95 at the north end of the City with proposed paths along the bridge and northerly into Stillwater.

<b>City of Bayport Functional Classification System</b>			
	<b>Aterial</b>	<b>Collector</b>	<b>Local</b>
Spacing	0.5-2 miles	0.25-1 mile	1 block
Location	On edges of development and neighborhoods	On edges or within neighborhoods	Within neighborhoods and other homogeneous land use areas
Intersection characteristics	Limited signals and cross street stops	Some limitations on direct land access	Direct access
On-street parking	Restricted as necessary	Restricted as necessary	As required
Large trucks	Restricted as necessary	Restricted as necessary	Permitted as necessary
Management tools	Traffic signal timing, land access spacing, preferential treatment for transit	Continuity, number of lanes, traffic signal, timing, land access	Stop signs, cul-de-sacs, diverters
Accessibility focus	Connects adjacent subregions and activity centers within subregions	Connects neighborhoods within and between regions	Connects blocks within neighborhoods and specific activities within homogeneous land use areas
Level of mobility	Provides mobility within and between two subregions	Provides mobility between neighborhoods and other land uses	Provides mobility within neighborhoods and other homogeneous land use areas



**City of Bayport  
Functional Classification System**

	<b>Aterial</b>	<b>Collector</b>	<b>Local</b>
Spacing	0.5-2 miles	0.25-1 mile	1 block
Location	On edges of development and neighborhoods	On edges or within neighborhoods	Within neighborhoods and other homogeneous land use areas
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Level of mobility	Provides mobility within and between two subregions	Provides mobility between neighborhoods and other land uses	Provides mobility within neighborhoods and other homogeneous land use areas
System access	To interstate freeways, major arterials, other minor arterials, and collectors, restricted direct land access	To minor arterials, other collectors, local streets, land access	To collectors, other local streets, land access
Trip-making service performed	Medium to short trips at moderate to low speed. Local transit trips	Primarily serves collector and distribution function for the arterial system at low speeds. Local transit trips	Almost exclusively collection and distribution. Short trips at low speeds

Source Metropolitan Council



<b>Transportation Access Control Guidelines</b>				
		<b>Arterial</b>	<b>Collector</b>	<b>Local</b>
General types of Access Control	Minimum	Some access of major generators	Access carefully planned	-
	Desirable	Limited	Limited	
Desirable spacing of crossing public roadway	Arterial	1/2 mile	1/2 mile	1/2 mile
	Collector	1/4 mile	1/8 mile	1/8 mile
	Continuous local	no direct access	1/8 mile	Use other criteria - sight distance, speed, traffic volumes
	Non-continuous local	1/8 mile with no median openings		
Private entrance spacing	Minimum	200'	100'	50'
	Desirable	500'	300'	100'
Corner clearance to non-public entrance	Minimum	50'	30'	30'
	Desirable	100'	100'	100'

### ***Access Management***

Future access and congestion concerns can be met by reducing the number of direct driveway access points to the arterial and collector street system as part of the development and redevelopment of buildings and also, requiring that residences back or side to major streets. In addition to this, the City should work with Andersen Corporation to determine how to address the existing and future congestion problems that result from the large number of workers coming and going to work during shift changes. Andersen Corporation has tried staggering the shift changes to help reduce congestion. It appears that his change has helped congestion to some extent.

### ***Bicycle and Pedestrian Requirements***

Bayport has few designated bicycle trails and some non-continuous sidewalks throughout the City. Bayport's small size and the variety of



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### ***Bicycle and Pedestrian Requirements***

Bayport has few designated bicycle trails and some non-continuous sidewalks throughout the City. Bayport's small size and the variety of parks dispersed throughout the community may represent opportunities for future connections within the City.

Whenever major roads are constructed or expanded, the City typically incorporates new bicycle/pedestrian trails with the project if funding is available. The Inspiration Development has a trail system that has been constructed as part of the development. Plans for bicycle/pedestrian paths are also proposed as part of Washington County's linear park corridors. These trails are proposed as regional connections linking Bayport to the other communities via trails along TH 95 and CSAH 21. Washington County has plans to upgrade CSAH 21 (Stagecoach Trail) in the future as traffic increases. With the added developments along Stagecoach Trail in Baytown Township and the trails located within these developments, the City of Bayport will work with the County to incorporate trails into any plans for Stagecoach Trail improvements.

Currently, there is no bicycle/pedestrian access to any transit corridors/facilities in Bayport since no transit facilities exist. The City of Bayport will work with adjoining communities, encouraging the installation of bicycle/trails with new developments and with street improvements projects.



# Existing Trails and Parks Map



### ***Transit Requirements***

Bayport is currently in the Metropolitan Transit Market Area III. The residents of Bayport however are currently not provided with local and regional bus transit service by the Metropolitan Council Transit Operation (MCTO). MCTO does provide bus service to the City of Stillwater.

Senior citizen and handicap services are provided by Human Services, Inc. (HSI). In addition to this, the Community Volunteer Service (CVS) provides service to elder persons who are ambulatory.

There are no plans for expansion of the bus service by the MCTO in the near future. However, as the transit dependent increase in the future due to the growing elderly population, the City of Bayport will need to work with and support agencies who provide transit services to meet these needs.

### ***Aviation Requirements***

There are no airports or special aviation facilities in Bayport and the City is not directly influenced by any of the airports near Bayport. Lake Elmo Airport is the closest and is over four miles to the southwest of Bayport.

The City of Bayport has no existing structures that exceed a height of 500 feet above ground level. In order to minimize future influence by airports, the City intends to protect the life and safety of residents and property and maximize aviation safety. The following are the City's policies for Aviation:

- To protect all primary, horizontal, conical, approach, and transitional airspace zones from vertical intrusions and prohibit general obstructions to air navigation per Minnesota Department Transportation Rule 14 MCAR 1.3015 Subdivisions C and D.
- To require that sponsors notify the FAA using FAA Form 7460-1 at least 30 days in advance of any proposed construction or alteration of structures that would exceed a height of 200 feet above ground level at the site.
- To require that all structures exceeding a height of 200 feet above the ground be the subject of Conditional Use Permit (CUP) procedures as defined by the Zoning Ordinance.
- To require that heliports comply with the licensing requirements of Mn/DOT, the approach and altitude standards established by the Federal Aviation Administration (FAA) and noise standards established by the Minnesota Pollution Control Agency (MPCA) as requirements of CUP approval.



### ***Rail Requirements***

There are no major railroad modifications expected for either the main or spur lines. Rail service will continue in Bayport to service the needs of Andersen Corporation and Xcel Energy.



## **Public Utilities**

### **Existing Public Utilities**

The City of Bayport provides sanitary sewer collection and public water services to its residents. In the past, the City provided sanitary sewer and electricity to its residents. Bayport's wastewater is now treated at the Metropolitan Council Environmental Service (MCES), St. Croix Valley treatment facility in Oak Park Heights and Xcel now provides electric service to the City.

### ***On-site Sewer Facilities***

Approximately 40 residences have on-site sewer facilities in Bayport. The primary locations of these systems are Point Road, Osprey Boulevard and along the St. Croix River north of Lakeside Park. These sites are located on soil classified as Chetek or Burkhart sandy loams which are suitable for on-site sewer facilities. The design and installation of the on-site sewer facilities are regulated by the City according to Washington County Standards. Permits and inspection were provided by Washington County during the construction of these systems. In the year 2000, Washington County began implementing an ISTS management program which tracks inspections and pumping.

### ***Sanitary Sewer***

Until April 1994, Bayport's Waste Water Treatment Plant (WWTP) was a secondary treatment activated sludge facility which treated the wastewater for the City of Bayport, the Minnesota Correctional Facility in Bayport, and Xcel's Alan S. King generating plant. This facility was constructed in 1939 and was built as a trickling filter treatment plant. Several modifications and expansions occurred after it was built. Because the plant was near capacity in 1993, it was phased out. Now, Bayport's wastewater flows to a MCES lift station located in the southerly portion of the City, then pumped northerly to the St. Croix Valley WWTP located in Oak Park Heights via an interceptor sewer .

Due to septic system failure possibilities to the west and south of Bayport, new demands may be placed on the current sanitary system. If connects are required from developments to the west in Baytown Township, studies will need to be conducted to address the exact sewer needs to ensure that the MCES can handle these and other community increases.





### **Public Water**

Bayport receives its water from three local wells. While the majority of residents receive City water, approximately 42 residents including Point Road, north of Lakeside Park, and Osprey Boulevard have their own water well service.

The City of Bayport has a 750,000 gallon above ground storage reservoir located at the top of the bluff, northeast of the Inspiration Development and a 300,000 gallon ground reservoir tank located to the south of the City in Baytown Township. With the detection of trichloroethylene (TCE) contamination within aquifers in Baytown Township, the City of Bayport through a Cooperative Agreement with the Township, has agreed to provide water to new developments along the westerly portion of the township. As development occurs within the Baytown Township service area, additional wells may be required.

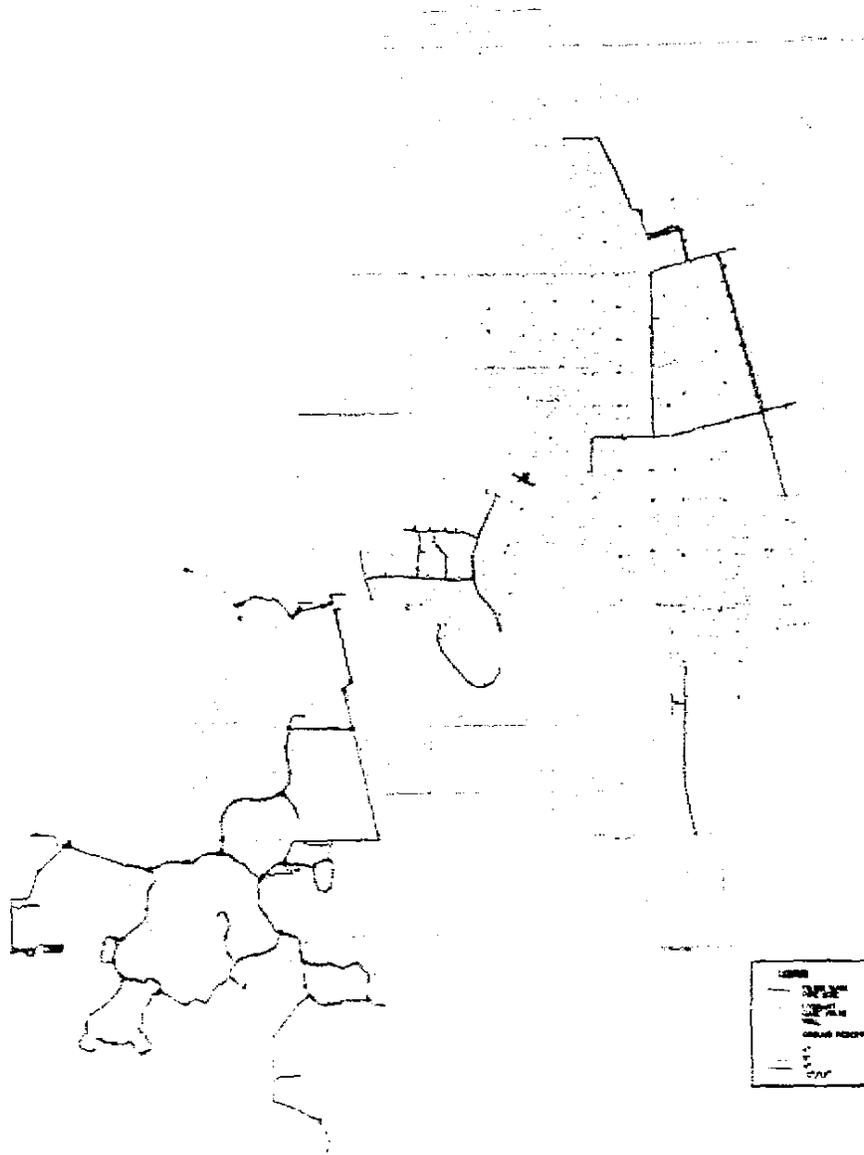
The City's water distribution system consists of approximately 17.6 miles of water mains which vary from 4-12 inches in diameter. The lowest point in Bayport is at an elevation of 671 feet and the highest is 1052 at the new ground reservoir in Baytown Township. Well No. 4 is at 690 feet. The 750,000 gallon ground storage tank has a water elevation of 898 feet and the 300,000 gallon ground reservoir has a water elevation of 1060.<sup>2</sup>

With the detection of TCE in Well No. 2, the City in cooperation with the Minnesota Pollution Control Agency (MPCA) has constructed a treatment plant for this well. Since TCE is a volatile organic chemical which will evaporate or volatilize when exposed to air, the Air Stripper Treatment Plant exposes the water to relatively high rates of air before it is introduced into the public water system.

<sup>2</sup> Source: July 16, 2004 Comprehensive Water Study



# Existing Water Systems Map



	Water System Boundary
	Water System Infrastructure
	Water System Catchment Area



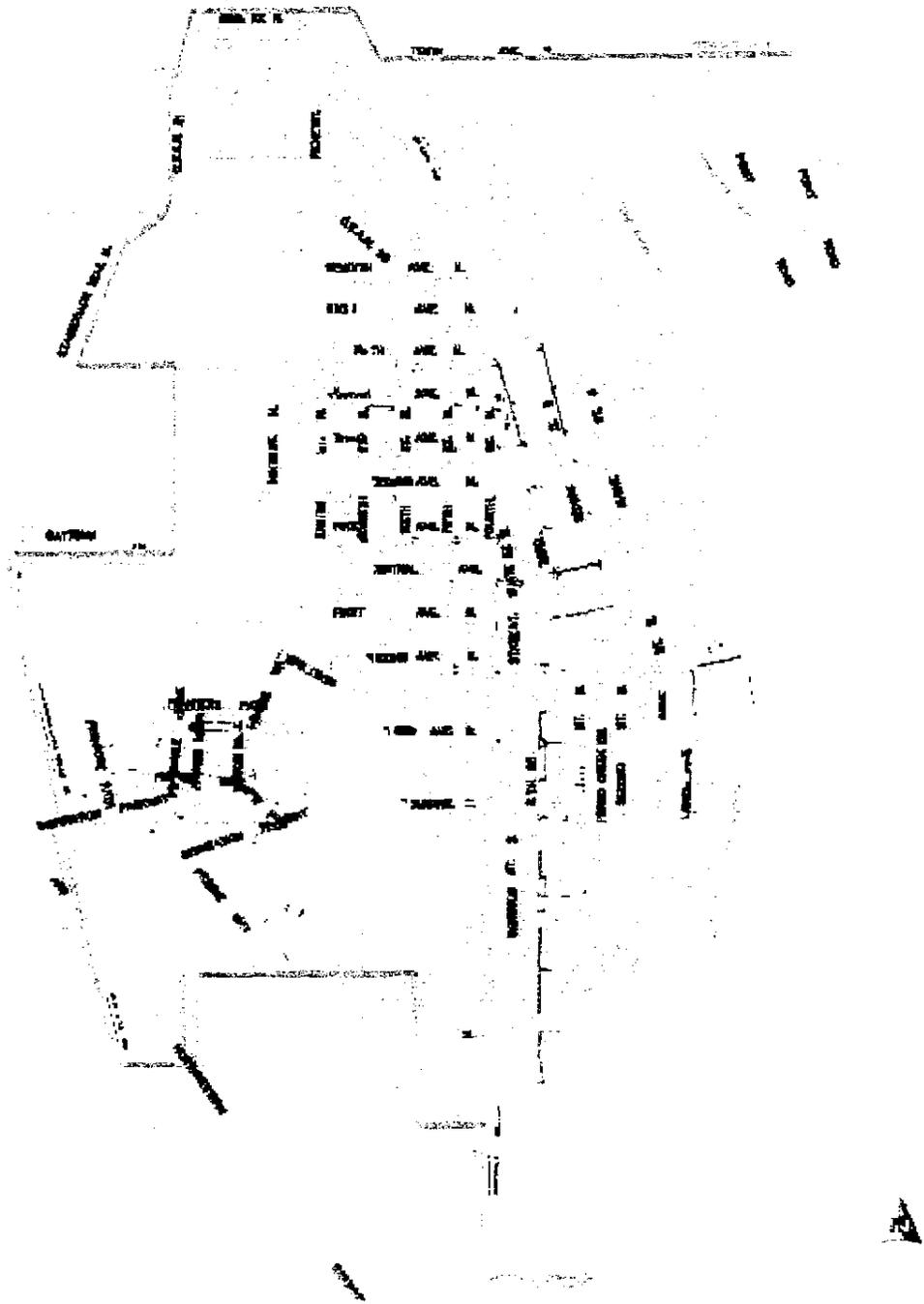
### **Storm Water**

Surface water for the original part of the City drains from the bluffs, easterly to the urban areas in the valley and is then directed by open ditches and storm sewers to Perro Creek and ultimately into the St. Croix River. Because there are no retention ponds, except at the Prison, surface water is generally discharged directly to the river. Dense vegetation along the bluffs helps minimize heavy runoff.

Surface water for the newer area of the City, the Inspiration Development, is collected by storm sewers or open ditches, and directed into retention ponds. The development has an elaborate "storm water train" system of ponding that retains and treats runoff prior to discharge to the CSAH 21 ditch. This ditch ultimately drains to the Prison Pond and is discharged into Perro Creek and the St. Croix River.



Existing Storm Sewer System Map



## **Solid Waste**

Bayport does not have a solid waste dump site for the community's garbage. The City contracts out for solid waste services. The City reviews these contracts every two years. The waste hauler vendor hauls all solid waste to the Xcel Energy RFD Plant in Newport.

Recyclables that are collected include newspapers, glass, metal cans, corrugated cardboard, mixed paper and junk mail, periodicals, plastics, No. 1 and No. 2, phone books, and motor oil. The City's contractor also collects refrigerators, furniture, tires, and yard waste for an additional charge.

A Hazardous Waste Reduction and Disposal Center is located within the City of Oakdale at 1900 Hadley Avenue North. Items that can be disposed of at this center include building products, automotive/petroleum products, household cleaners, pesticides, and materials such as acids and corrosive chemicals. This service is provided by Washington County.

## **Sewer and Wastewater Plans**

### ***Wastewater Plan Requirements***

The City of Bayport has a very limited supply of land available to be developed. Because of political and natural limits to the north and east, all possible future expansion would occur to the west and south into Baytown Township. New developments within the township that abut the City of Bayport are constructing individual septic systems or small community septic systems. It is anticipated that no private treatment facilities will be built to service any future expansion areas. The area most easily serviced by sanitary sewer is that located immediately west of the existing City limits on the west side of CSAH 21 in Baytown Township.

A small area lying southeast of the intersection of 5th Avenue North and CSAH 21, currently outside of the Metropolitan Urban Service Area (MUSA) line, can be serviced via the extension of an existing sanitary sewer. This area lies below the bluff line and represents the only area adjacent to the City and can be gravity served by the existing system. This area comprises approximately 38 acres and is located outside of Bayport's City limits and outside the MUSA. Baytown Township and the City of Bayport have an orderly annexation for this area if development occurs that will allow these parcels to be annexed.

### ***Projected Sewer Flow Volume***

The following table forecasts population, households, employment, and wastewater flows for the City of Bayport as contained in Appendix B-1 of the adopted *Water Resources Management Policy Plan*.



**MCES Population, Employment and Sewer Flow Projections**

<b>Year</b>	<b>2010</b>	<b>2020</b>	<b>2030</b>
Sewered Population	4,606	5,322	6,000
Sewered Households	1,138	1,298	1,500
Sewered Employment	5,200	5,700	6,300
Average Annual Wastewater Flow (MGD)	0.67	0.72	0.78
Allowable Peak Hourly Flow (MGD)	2.21	2.38	2.57

**System Capacity Description**

The City of Bayport has two lift stations and two segments of trunk sanitary sewers. An 18" trunk was constructed from the Metropolitan Council Environmental Services (MCES) lift station located along Maine Street to serve the Inspiration Development area, and was sized at the time to provide service to approximately 798 acres within Baytown Township. It is expected that there will be limited use of this trunk from the township since the adjacent areas have developed with private septic systems. The second segment of trunk is along Maine Street which collects the sewage from the original City limits and directs it to the MCES at the south end of the City.

There are two existing City lift stations serving Bayport. One is located within the Inspiration Development and is sized to serve 253 single family homes and a 108 unit multi-family complex. It is anticipated that no additional service areas will connect to this lift station. The second lift station is located at the southerly end of Lakeside Park. This lift station is sized to serve seven existing homes and approximately 15 acres of future residential property north of Lakeside Park. Sewer service will not be extended to serve additional areas from this lift station.

The City has adopted a policy prohibiting sanitary sewer service to land which are outside the Metropolitan Urban Service Area (MUSA). Additionally, the policy states that the City will not extend sanitary sewer service to any area which is within land zoned as a Rural Service Area. It is anticipated that there will be no extension of trunk sanitary sewer services.



Lift Station Capacities

	Average Flow MGD	Peak Flow MGD
<b>Inspiration Lift Station</b>		
	0.08	0.3
<b>Lakeside Park Lift Station</b>		
	0.01	0.04

Year	2010	2015	2020	2025	2030
Average annual wastewater flow (MGD)	0.67	0.70	0.72	0.75	0.78





### ***Infiltration and Inflow Management***

The City of Bayport completed an Inflow/Infiltration (I/I) Study and a 10-year Implementation Plan for the southeast areas of the City that was submitted to MCES in July 2004. It was determined that during periods when the St. Croix River reaches peak flood elevations, there was a significant increase in the I/I levels in this area of the City.

Phase 1 of the Implementation Plan involved inspecting and improving sanitary sewer mains in the SE area the City. Sewer mains were televised to identify locations where I/I problems exist. Phase 1 improvements were completed in 2004 and consisted of a combining full length lining, spot joint repairs, repairs to service stubs, replacement of manhole castings and covers, and lining of several brick manholes. The City has initiated the second phase of the I/I Implementation Plan.

Phase 2 of the Implementation Plan consists of reviewing and addressing private connections to the sanitary sewer system. It will be completed in three parts and is scheduled to begin in late 2007/early 2008.

- Part 1** will involve reviewing the City's ordinances regarding private connections to the sanitary sewer system. There may be several homes that have sump pumps or drain tiles connected to sanitary sewer services that could be contributing an excess of clear water to the services during peak floods.
- Part 2** will involve actual inspections of private connections to determine which properties do not comply with the ordinance.
- Part 3** will involve addressing those properties found in non-compliance with Part 2. Bayport will also develop a program to help ensure that properties remain in compliance with the ordinance and resolution.

As street improvements occur in other areas within the City, sanitary sewer mains are televised to see if they are structurally sound, as well as to see if infiltration is evident. Problem sections of the mains are replaced to strengthen and reduce infiltration. Manholes are sealed by replacing or concrete lining. This practice will continue with all new street improvement projects as the City has budgeted for yearly improvement projects to reduce I/I.

### ***Septic System Management***

The City of Bayport has approximately 40 on-site sewage disposal systems which serve residential homes in the City. The City of Bayport has an interest to help ensure the proper functioning of these on-site systems. Consequently, the City of Bayport will implement all of the applicable elements of Chapter 7080, Minnesota Pollution Control Agency Water Quality Division, Individual Sewage Treatment Septic Systems Program. Washington County implemented a county-wide ISTS Management Program that became effective January 1, 2000.



The City contracts with Washington County Department of Health Environmental and Land Management to perform inspection and monitoring of on-site sewage disposal systems within the City. The City also requires homeowners to contract with a state licensed inspector to insure compliance with Chapter 7080, Minnesota Pollution Control Agency Water Control Division Individual Sewage Treatment Septic Systems Program. On-site sewage disposal systems must conform to Washington County Chapter 4, On-site Sewer Requirements which incorporate MPCA Chapter 7080. As part of the Chapter 4 of the County's codes, inspections of on-site sewage disposal systems are required every three years.

The City has a policy which prohibits the new construction of on-site sewage disposal systems if sewer is available, and requires connection to sewers when made available. City ordinance also allows the City to assess additional charges if connection of existing system is not made within two years of sewer being made available.

Chapter 4 of the Washington County Development Code addresses corrective measures to be taken to address any pollution problems resulting from development activities or inadequate management of existing on-site sewage disposal systems.

## **Water Related Plans**

### ***Local Surface Water Management Plan***

Bayport lies entirely within the Middle St. Croix Watershed Management Organization (MSCWMO) area. It is the policy of the City of Bayport to carry out sound storm water management practices that are consistent with the City's and the MSCWMO Storm Water Management Plans. This plan is intended to promote, preserve and enhance Bayport's natural resources from poorly sited development or incompatible land uses which adversely impact and may potentially destroy water and land quality.

The City has implemented a Storm Water Management Plan for new development and intends to improve the overall quality of surface water runoff as development and redevelopment occurs. As new development occurs, development plans will need to be prepared to help ensure that increasing volumes of surface water are treated properly. Regional and on-site detention ponds, rain gardens, and filtration systems are three potential methods to reduce direct water runoff into the St. Croix River and Perro Creek.

The City of Bayport will update and submit its local surface water management plan to the Metropolitan Council and the Middle St. Croix Watershed Management Organization for review by the end of 2008. Bayport's plan will be consistent with policies specified in the 2006 Watershed Management Plan prepared by the Middle St. Croix Watershed Management Organization. Bayport will also adopt the MSCWMO plan.



### ***Water Supply Plan***

Bayport prepared a Water Distribution System Analysis Report in 2004 to identify deficiencies in the existing system and propose future improvements to serve the Inspiration Development and the prison site. The City has also completed and submitted its State Mandated Water Emergency Conservation Plan to the Metropolitan Council and the Minnesota Department of Natural Resources as a separate document for their review and comment.

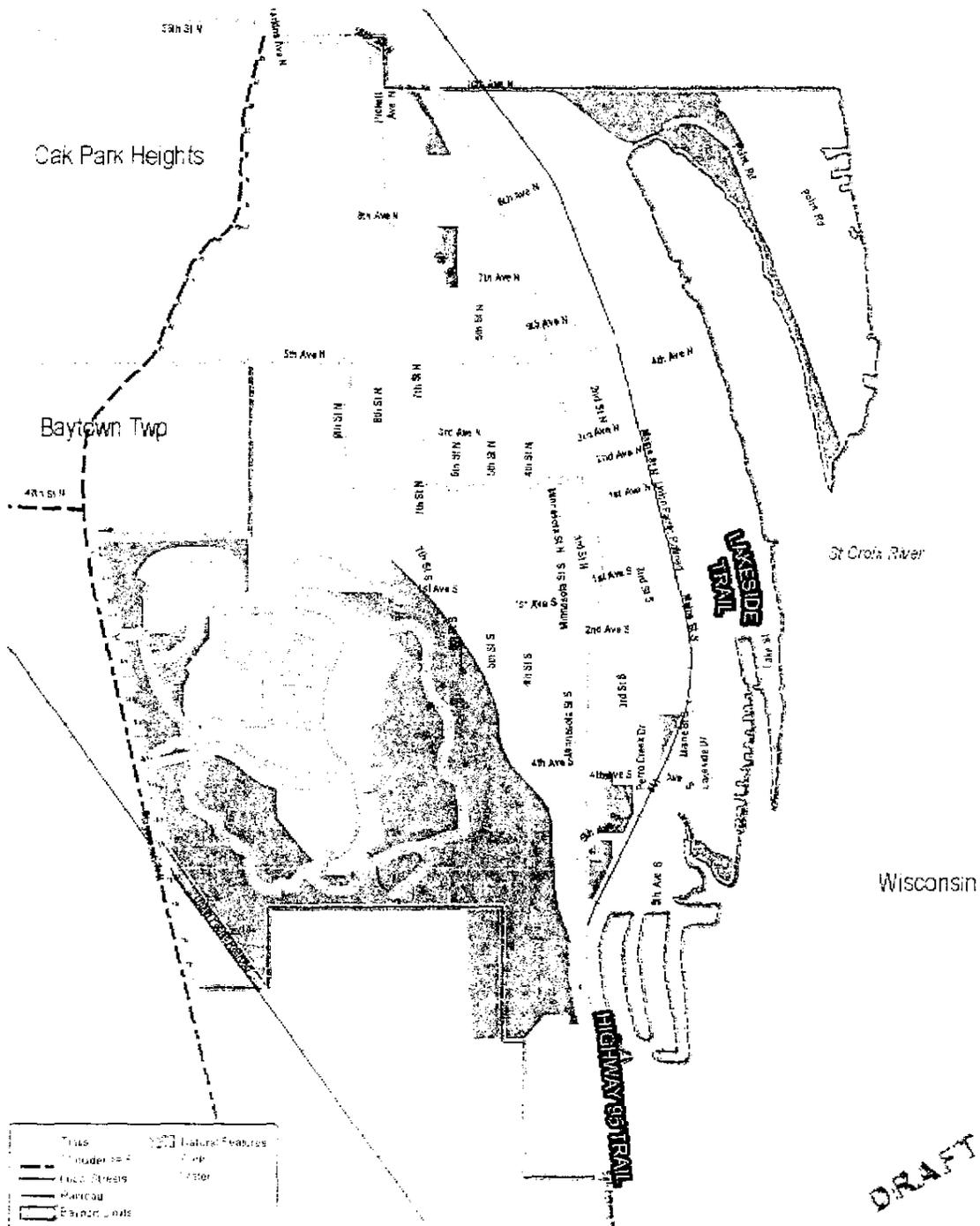
### ***Stormwater/Erosion Control Ordinance***

It is the policy of the City to carry-out sound storm water management practices which are consistent with the City's Storm Water Management Ordinance. The City of Bayport has adopted the Metropolitan Council's Model Storm Water Management Plan. The ordinance is intended to promote, preserve, and enhance Bayport's natural resources from poorly sited development or incompatible land use activities, which adversely impact and may potentially destroy water and land quality. As new development occurs, development plans will need to help ensure that increasing volumes of surface water are treated properly. Regional and on-site detention ponds, rain gardens, and filtration systems are three potential methods to reduce direct water runoff into the St. Croix River and Perro Creek.



# Parks

## Existing Parks & Trails Map



## Implementation

Implementing the recommendations proposed in this plan can be accomplished using a variety of tools. The City can regulate land, offer incentives for its development, and undertake its own improvement projects. These powers fall into two categories:

- Official Controls
- Capital Improvement Program

### Official Controls

The City's Zoning and Subdivision Ordinances are already in place and no text changes will be required to complete the Bayport Comprehensive Plan. Zoning map changes have been updated and are done on a case by case basis as approved by the City Council.

The City's Zoning Ordinance includes provisions for Planned Unit Developments which allow for increased flexibility in permitted uses, dimensional standards, and density. Proposals that seek flexibility from underlying zoning districts must demonstrate innovation in design through the incorporation of green built development and a commitment to the protection of Bayport's natural amenities.

The City supports housing development that respects the natural environment while accommodating a variety of housing types. The City has a variety of natural features which make it attractive to residents: steep wooded bluffs, the St. Croix River, and Perro Creek. Preserving these and the natural habitats they contain are a priority for the City because they define the community's character and distinctive nature.

The City has existing ordinances which impose significant restrictions on development in environmental protection areas. These should be monitored to help ensure enforcement and consistency with the overall Land Use Plan to prohibit soil erosion, loss of vegetation, and increased surface water runoff, particularly in the vicinity of the bluff, shoreline, and floodplain.

Other regulations that the City uses to control development include the Fire Code, Uniform Building Code, and other ordinances that seek to control building and sign construction. Storm water and utilities are regulated by the ordinances within the City Code.

Additional standards the City should consider include developing a historic preservation ordinance to preserve older housing as well as provide incentives for the construction of buildings that fall within the City's housing stock. To this end, the City should look at the developing design standards for its downtown area to preserve the unique character of Bayport and prohibit unwanted architectural styles.



The City may establish guidelines which encourage developments that are architecturally compatible with historic neighborhoods and in keeping with traditional design standards such as a street grid system, sidewalks, alleys, residential elements and porches oriented to the streets with garages to the side or rear and traditional architectural style. Buildings should be designed or renovated to be in character and size with the surrounding nature of the neighborhood and City. Standards may be defined to regulate the bulk, height, density and area of new residential developments to fit into the character of existing residential neighborhoods. Furthermore, financial incentives may help in keeping the historical nature of the City.

### **Capital Improvement Program 2009 – 2012**

The following table outlines the capital improvements proposed in this Comprehensive Plan, their approximate costs, and the general time frame to implement them. This plan is intended as a guide and does not commit the City to specific expenditures or dates. Note that certain improvements do not have exact cost estimates attached because they are too difficult to predict at this time.



	Public Works Equipment Fund	Water/Sewer Improvement Fund	Street Reconstruction Fund	Cemetery Capital Improvement Fund	Park Dedication Fund	Fire Equipment Fund	Police Equipment Fund
New fire hall						\$2 Million	
Replace Pierce dash cab						\$500,000	
Replace two patrol vehicles							\$60,000
GIS parcel info system			\$20,000				
Radio meter reading system		\$70,000					
Acquire proer- ty for storm water treat- ment ponds			\$50,000				
Purchase com- pact pickup	\$25,000						
Replace 1967 IHC tank truck	\$25,000						
Replace 1995 Ford 4x4 truck and snow plow	\$50,000						
Pavement mgt program			\$15,000				
Replace ceme- tery fence				\$20,000			
Pave cemetery road				\$40,000			
Perto Park - master plan and improve- ments					\$110,000		
Barker's Alps Improvements					\$400,000		
N. 6th St. Water Main & Street Construction			\$675,000				
<b>2009-2012 Total</b>	<b>\$100,000</b>	<b>\$70,000</b>	<b>\$760,000</b>	<b>\$60,000</b>	<b>\$510,000</b>	<b>\$2.5 mil- lion</b>	<b>\$60,000</b>



**RESOLUTION NO. \_\_\_\_\_**

**EXTRACT OF THE MINUTES OF THE CITY COUNCIL MEETING  
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA**

Pursuant to due call and notice therefore, the regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 3<sup>rd</sup> day of December, 2007.

The following members were present:

The following members were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING THE PRELIMINARY DRAFT OF UPDATES TO THE CITY'S  
COMPREHENSIVE PLAN AND AUTHORIZING THE PLAN BE FORWARDED TO  
SURROUNDING COMMUNITIES AND PUBLIC SCHOOL DISTRICT FOR COMMENT**

**WHEREAS,** the City of Bayport must review and update its comprehensive plan as required by Minnesota Statutes, Chapter 473, the Metropolitan Land Use Planning Act, and;

**WHEREAS,** the purpose of this Comprehensive Plan Update is to demonstrate compliance with the Metropolitan Council's *2030 Regional Development Framework* in a way that reflects the City of Bayport's vision, and;

**WHEREAS,** the policies in this plan will guide Bayport's land use, housing, resource protection and infrastructure decisions in the coming years, and;

**WHEREAS,** an open house was held on November 7, 2007 to allow citizens and interested parties to review the proposed Comprehensive Plan draft prior to a public hearing, and;

**WHEREAS,** a public hearing was conducted on November 19, 2007 concerning the 2008 City of Bayport Comprehensive Plan Update as presented and comments were reviewed by the Planning Commission, and;

**WHEREAS,** the Planning Commission, after closing the public hearing and taking comments, recommended that the City Council approve the draft document after revisions are made, and;

**NOW THEREFORE BE IT RESOLVED,** that the preliminary draft "City of Bayport Comprehensive Plan Update" be approved.

**BE IT FURTHER RESOLVED,** that the Bayport City Council will allow adjacent governments, affected special districts and school boards the opportunity to review and comment prior to its formal adoption.

The motion for adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_ and upon roll call being taken thereon, the following vote via voice:

Jon Nowaczek -

Torry Kraftson -

Connie Carlson -

Dan Johnson -

Sharon Ridgway -

**WHEREUPON,** the said resolution was declared duly passed, signed by the Mayor, and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 3<sup>rd</sup> day of December, 2007.

ATTEST:

\_\_\_\_\_  
Mike McGuire, City Administrator

\_\_\_\_\_  
Jonathan Nowaczek, Mayor



Health Insurance Comparison

	2007 Plans MIC 15-80% ME 15-100%	2008 Plans MIC 15-80% ME 15-100%	2008 Proposed Medica HSA Health Plan HSA 2500/5000 2500-100% Total Premium
Average Monthly Single Premium	\$519.70	\$564.47	2300/4600 \$372.84 + \$191.63 = \$564.47
Average Monthly Family Premium	\$772.90	\$840.70	\$457.44 + \$383.26 = \$840.70
Employees Cost per Month for Family Coverage	\$25.32	\$27.62	\$7,303.25 + \$4,790.75 = \$12,094.00
Total Group Monthly Premium	\$11,126.96	\$12,094.10	\$27.62
Number of Single/Family Subscribers	11/7	11/7	11/7

Employees who have Single coverage under the HSA may contribute pre-tax an additional \$600 in 2008 into their HSA account.  
 Employees who have Family coverage under the HSA may contribute pre-tax an additional \$1200 in 2008 into their HSA account.  
 Employees who are at least 55 years of age may contribute pre-tax an additional \$900 in 2008 above the Single of Family limits listed above.



**15-100, 15-80% vs. \$2500/\$5000-100% HSA**

Health Insurance Cost Projections

**Current Plans**

**Medica**

**15-100%-15-80%  
10% increases**

1	2008	\$12,094.10
2	2009	\$13,303.51
3	2010	\$14,633.86
4	2011	\$16,097.25
5	2012	\$17,706.97
6	2013	\$19,477.67
7	2014	\$21,425.44
8	2015	\$23,567.98
9	2016	\$25,924.78
10	2017	\$28,517.26

**Proposed Medica**

**\$2500-100%**

**\$2500 ded  
100% HSA  
10% increases**      +      **Monthly  
92% HSA  
Contributions**      =      **Total  
Monthly  
Costs**

\$7,303.25	+	\$4,790.75	=	\$12,094.00
\$8,033.58	+	\$4,790.75	=	\$12,824.33
\$8,836.93	+	\$4,790.75	=	\$13,627.68
\$9,720.63	+	\$4,790.75	=	\$14,511.38
\$10,692.69	+	\$4,790.75	=	\$15,483.44
\$11,761.96	+	\$4,790.75	=	\$16,552.71
\$12,938.15	+	\$4,790.75	=	\$17,728.90
\$14,231.97	+	\$4,790.75	=	\$19,022.72
\$15,655.16	+	\$4,790.75	=	\$20,445.91
\$17,220.68	+	\$4,790.75	=	\$22,011.43

**Total  
Monthly  
Cost  
Difference**

-\$0.10		-\$1.20
-\$479.19		-\$5,750.22
-\$1,006.18		-\$12,074.14
-\$1,585.87		-\$19,030.46
-\$2,223.53		-\$26,682.40
-\$2,924.96		-\$35,099.54
-\$3,696.53		-\$44,358.40
-\$4,545.26		-\$54,543.14
-\$5,478.86		-\$65,746.35
-\$6,505.82		-\$78,069.88

**TOTAL DIFFERENCE**

**-\$341,355.73**

Year

11	2018	\$31,368.98	\$18,942.75	+	\$4,790.75	=	\$23,733.50	-\$7,635.48	-\$91,625.77
12	2019	\$34,505.88	\$20,837.02	+	\$4,790.75	=	\$25,627.77	-\$8,878.10	-\$106,537.25
13	2020	\$37,956.47	\$22,920.73	+	\$4,790.75	=	\$27,711.48	-\$10,244.99	-\$122,939.88
14	2021	\$41,752.11	\$25,212.80	+	\$4,790.75	=	\$30,003.55	-\$11,748.56	-\$140,982.76
15	2022	\$45,927.32	\$27,734.08	+	\$4,790.75	=	\$32,524.83	-\$13,402.49	-\$160,829.94
16	2023	\$50,520.06	\$30,507.49	+	\$4,790.75	=	\$35,298.24	-\$15,221.82	-\$182,661.83
17	2024	\$55,572.06	\$33,558.24	+	\$4,790.75	=	\$38,348.99	-\$17,223.08	-\$206,676.92
18	2025	\$61,129.27	\$36,914.06	+	\$4,790.75	=	\$41,704.81	-\$19,424.46	-\$233,093.51
19	2026	\$67,242.20	\$40,605.47	+	\$4,790.75	=	\$45,396.22	-\$21,845.98	-\$262,151.76
20	2027	\$73,966.42	\$44,666.01	+	\$4,790.75	=	\$49,456.76	-\$24,509.65	-\$294,115.83
21	2028	\$81,363.06	\$49,132.61	+	\$4,790.75	=	\$53,923.36	-\$27,439.69	-\$329,276.32
22	2029	\$89,499.36	\$54,045.88	+	\$4,790.75	=	\$58,836.63	-\$30,662.74	-\$367,952.85
23	2030	\$98,449.30	\$59,450.46	+	\$4,790.75	=	\$64,241.21	-\$34,208.09	-\$410,497.03
24	2031	\$108,294.23	\$65,395.51	+	\$4,790.75	=	\$70,186.26	-\$38,107.97	-\$457,295.64
25	2032	\$119,123.65	\$71,935.06	+	\$4,790.75	=	\$76,725.81	-\$42,397.84	-\$508,774.10

**TOTAL DIFFERENCE** **-\$4,216,767.12**

**MEDICA CHOICE  
SUMMARY OF BENEFITS**

Partial Listing of Covered Services	Medica Choice In-Network Benefits	Out-of-Network Benefits*
Annual Deductible	\$2,500/individual \$5,000/family	\$3,750/individual \$7,500/family
Annual Out-of-Pocket Maximum	\$2,500/individual \$5,000/family	\$6,000/individual
Lifetime Maximum	\$5,000,000	
	<b>When you receive covered services after deductible has been met, MIC PAYS:</b>	<b>When you receive covered services after deductible has been met, MIC PAYS:</b>
<b>Preventive Care</b> • Routine Physical & Eye Exams • Immunizations, Well Child Care and Cancer Screenings	<i>The deductible does not apply to these services.</i> 100% 100%	No Coverage 80%
<b>Office Visits</b> • Illness or Injury (including allergy shots) • Chiropractic Care • Physical, Occupational & Speech Therapy • Mental Health and Substance Abuse	100% 100% 100% 100%	80% 80% Limited to 15 visits per individual, per year 80% 80%
<b>Prescription Drugs</b> <i>Up to a 31-day supply per prescription</i>	100% for formulary drugs	80%
<b>Specialty Prescription Drugs</b> <i>Up to a 31-day supply per prescription for specialty prescription drugs received from a designated specialty pharmacy.</i>	100% for formulary drugs	No Coverage
<b>Inpatient Hospital Services</b> • Facility • Physician • Mental Health and Substance Abuse	100% 100% 100%	Limited to 120 days per individual, per year. 80% 80% 80%
<b>Outpatient Hospital Services</b> • Facility • Physician	100% 100%	80% 80%
Lab and Pathology	100%	80%
X-Ray and Other Imaging	100%	80%
<b>Urgent or Emergency Care</b> • Urgent Care Center • Hospital Emergency Room • Emergency Ambulance	100% 100% 100%	100% after in-network deductible. 100% after in-network deductible. 100% after in-network deductible.
<b>Durable Medical Equipment and Prosthetics</b>	100%	80%
Home Health Care	100%	80%

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### Out of Network Coverage

- \* Coverage is limited to the non-network provider reimbursement amount (as defined in your Certificate of Coverage) after deductible is met.
  - \* If you decide to utilize your Out-of-Network Benefits, you may pay more than you would for In-Network Benefits. The amount you pay could include a percentage coinsurance, a fixed dollar copayment and/or deductible amount. In addition, if the amount that your non-network provider bills you is more than the non-network provider reimbursement amount (as defined in your Certificate of Coverage) **you are responsible for paying the difference**, and such difference will not be applied toward the Out-of-Pocket Maximum.
- 

### Exclusions and Limitations to Coverage

The following is a list of some of the services and supplies that are excluded from coverage. When you enroll, the Certificate of Coverage you receive will provide a more complete and detailed list of exclusions. Please refer to your Certificate of Coverage for specific information about excluded services or supplies.

- Cosmetic Surgery.
  - Refractive eye surgery.
  - Exams for employment, insurance, administrative proceedings, research or licensure.
  - Personal convenience items and some non-durable supplies.
  - A drug, device or medical treatment or procedure that is investigative or not a covered health service.
  - Custodial supportive care and self-care or self-help training.
  - Educational classes, programs or seminars.
  - Services prohibited by law or regulation.
  - Services for which coverage is available under worker's compensation, employer liability or any similar law.
- 

Contact Customer Service at 952-945-8000 (Minneapolis/St. Paul metro area), 952-992-3190 (Minneapolis/St. Paul metro area individuals with hearing impairments), 800-952-3455 (outside of Minneapolis/St. Paul metro area), or 800-841-6753 (outside of Minneapolis/St. Paul metro area individuals with hearing impairments) for more information or answers to specific questions.

This health care plan may not cover all your health care expenses; read your Certificate of Coverage carefully to determine which expenses are covered. This is a benefit summary only and does not outline all of your benefits. If there is a discrepancy between information in this summary and your Certificate of Coverage, the Certificate of Coverage will take precedence in determining your benefits.



CHESS, Inc.  
7060 Valley Creek Plaza #115-108  
Woodbury, MN 55125  
Ph: 651-481-9787  
Fax: 651-415-2886

Complete Health Environmental and Safety Services

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November 23, 2007

Sara Taylor, Assistant City Administrator  
City of Bayport  
294 North 3<sup>rd</sup> St  
Bayport, MN 55003  
[staylor@ci.bayport.mn.us](mailto:staylor@ci.bayport.mn.us)

Dear Sara:

Thank you for contacting me about the proposal we submitted to the City of Bayport. We are very interested in establishing a long term relationship with the city. We completely agree that a long-term relationship works best for both parties. The other cities we are working with have renewed contracts every year, for over five years.

You specifically asked about a three year contract. We are hesitant to submit a proposal for that length of time, as we have not yet worked with Bayport. We tailor our contracts every year to meet your needs; without having completed an audit, it is too difficult to accurately gauge what your needs will be two years from now. For that reason, we believe that a contract of that length will not best serve the City of Bayport or CHESS. We also understand your desire to keep costs down.

I propose, instead, a two year contract. We estimate the cost for the second year to be \$4500. We will, throughout, work with you to reduce costs. This may include such things as having one of your staff members taking responsibility for safety committee minutes, or Bayport inviting other cities to participate in scheduled training to offset your costs (CHESS would not charge you any extra for including other cities in the training).

Other cost savings are included in the proposals themselves. When we calculate comprehensive contracts there is an 18-23% discount, over our hourly fees, calculated into the cost of the contract

**Two-year proposal option**

Includes all of the services outlined in the one year proposal (dated October 1, 2007),  
**plus:**

- ◆ One additional walkthrough of facilities
  - ◇ Includes report with pictures

- ◆ Training
  - ◇ Eight training sessions: six for Public Works; one for seasonal employees and one other session
- ◆ Program development or update
  - ◇ Development of safety programs as needed or updating current programs
- ◆ Assist with Safety Committee
  - ◇ Attend up to four additional meetings throughout the second year
  - ◇ Prepare the agenda and minutes for meetings.

At no additional cost, we will also:

- ◆ Be available to answer safety, OSHA, Workers Compensation or related questions.
- ◆ Be available to assist with an OSHA inspection abatement (up to 8 hours of service)
- ◆ Inform you of legislative or rule changes that may affect you.
- ◆ Provide a link to your city from the CHESS-safety.com website

The cost to provide all of the above services, including work we do on-site and at our offices, travel, etc. is \$10,500 for a twenty-four month period. We would bill this on a maintenance plan at \$437.50 a month for twenty four months.

This proposal is good for 90 days from the date of this letter. Terms and conditions that apply to this proposal were attached to the October 1, 2007 proposal letter.

I will give you a call next week to discuss this, if I have not heard from you. Otherwise, you can call me at 651-481-9787. If you know you want to proceed, sign one copy of this letter and return it to our office (fax: 651-415-2886). We look forward to the opportunity to work with you.

Sincerely,

*Carol A. Keyes*

Carol A. Keyes, CRC  
President, CHESS

I, \_\_\_\_\_, as an authorized representative of the City of Bayport accept the proposal for safety services as outlined above:

- Option 1 (one year): \$6000, billed at \$500 a month for 12 months
- Option 2 (limited services): \$3000, billed at \$250 a month for 12 months (32 hours)
- Option 3 (two year): \$10,500, billed at \$437.50 a month for 24 months (2 year proposal)

\_\_\_\_\_  
Signature (authorized representative of City of Bayport)

\_\_\_\_\_  
Date

# C·H·E·S·S

October 1, 2007

*Complete*

*Health,*

*Environmental*

*and*

*Safety*

*Services,*

*Inc.*

Sara Taylor  
Assistant City Administrator  
City of Bayport  
294 North 3<sup>rd</sup> St  
Bayport, MN 55003

Dear Sara:

I want to thank you, Mel and Mike for taking time to meet with me on Monday, September 24<sup>th</sup>. As we discussed, Complete Health, Environmental & Safety Services, Inc. (CHESS, Inc.) can assist you with your health and safety programs and compliance issues.

You have been working on a Safety Manual for the City of Bayport, along with a Right to Know Program. You have a Safety Committee that meets quarterly. Bayport has about fifteen full time staff members, plus some part-time and seasonal employees. You had been receiving some limited assistance with safety from AJ Gallagher. Facilities in the City of Bayport include the Bayport City Hall, the Bayport Police Department, Bayport Fire Department, Bayport Public Works, Perro Park Ice Rink, Hazelwood Cemetery and the Bayport Public Library. The Bayport Fire Department is receiving most of its training though an agreement with Anderson Windows.

Based on the information provided and the tour of your facility, we propose the following Scope of Services:

## **Option 1**

- ◆ Facility Compliance Review
  - ◇ Conduct a walk-through review of the facility, conducted by at least two staff members at CHESS. This will also include a review of your current programs, workers' compensation records, air quality and hazardous waste records and other safety-related records.
  - ◇ Written report of findings and items that need attention
  - ◇ The report will also be provided on a disk with hyperlinks to pictures of items of concern
  - ◇ Meeting to review the findings. This could be done as par of a safety committee meeting



*Twin Cities* 7060 Valley Creek Plaza, Suite 115-108, Woodbury, MN 55125-2269 Ph (651) 481-9787 Fax (651) 415-2886  
*Milwaukee* 6290 N. Port Washington Rd., Milwaukee, WI 53217-4312 Ph (877) 48-CHESS  
*Website* [www.chess-safety.com](http://www.chess-safety.com)

- ◆ Safety and Health Programs
  - ◇ Review current programs and those in progress to offer suggestions and guidance.
  - ◇ Develop a new employee checklist for reviewing safety issues
  - ◇ Develop a monthly building inspection form
  - ◇ Assist with development of safety programs, such as a personal protective equipment program, confined space entry, lock out/tag out, etc.
- ◆ Set up a system for maintaining safety records (including Right-to-Know, noise hazards, personal protective equipment use and emergency plan) and hazardous waste records.
  - ◇ Review and organize your current records.
  - ◇ Maintain the records
- ◆ Assist with Safety Committee
  - ◇ Attend up to four meetings throughout the year
  - ◇ Prepare the agenda for meetings, if needed.
  - ◇ Prepare the minutes following meetings, if needed
  - ◇ Help the committee develop goals, outline a purpose and establish a general format
- ◆ Assist with an OSHA safety grant
  - ◇ We will prepare the grant application, including project description and applicable OSHA standards, and provide it to you to submit, along with the required financial data, to OSHA
- ◆ Training
  - ◇ We will provide up to 8 total training sessions. Except for the seasonal employee training, training sessions will be 1 to 2.5 hours long.
  - ◇ We recommend training be broken down like this:
    - Public Works Department: Up to six training sessions. This could be scheduled for every other month, or as you request. Specific topics and training schedule will be determined once we see what training has been held previously. Training topics will cover required training (Right to Know, confined space entry) and other topics which may include: chainsaw safety and the logging standard, electrical, lock out/tag out, cranes and hoists, fall protection, personal protective equipment and cold and heat exposure.
    - Public Works Seasonal Employees: one training session specifically for seasonal employees, covering Right to Know and general safety issues.
    - Other departments (Police, Fire, City Hall): as needed, one session
- ◇ Training Grid
  - We will develop a training grid that shows what training is required, what is recommended, a brief description of the training and the required or recommended frequency.
  - We will enter into the spreadsheet data on the training that has been provided for the last three years. From there we will work with you to determine a training schedule for the coming year.

At no additional cost, we will also:

- ◆ Be available to answer safety, OSHA, Workers Compensation or related questions.
- ◆ Be available to assist with an OSHA inspection abatement (up to 8 hours of service)
- ◆ Inform you of legislative or rule changes that may affect you.
- ◆ Provide a link to your city from the CHESs-safety.com website

The cost to provide all of the above services, including work we do on-site and at our offices, travel, etc. is \$6000 for a twelve month period. We would bill this on a maintenance plan at \$500 a month.

### **Option 2**

We would provide 32 hours of service for a set fee of \$3000. We could bill that at \$250 a month. Those hours of service could be used for training, compliance review, assistance with records and programs, etc. We would still offer at no additional charge:

- ◆ Be available to answer safety, OSHA, Workers Compensation or related questions.
- ◆ Inform you of legislative or rule changes that may affect you.
- ◆ Provide a link to your city from the CHESs-safety.com website

We do require that a compliance review be conducted at the outset of the contract. If you chose Option 2, we would review records and conduct a brief, rather than in depth, review of your facilities. You would receive a report that reviews items that need correcting, rather than a complete, detailed report, unless you chose for us to do that.

Additional services would be billed on an hourly basis, at a 13% discount over our regular professional fee (professional time is billed at \$105 per hour; travel \$85/hour, clerical \$35/hour). Both of the options noted above are calculated at the discounted rate.

As I mentioned when we met, you are welcome to invite other cities to participate in training we provide for you.

This proposal is good for 90 days from the date of this letter. Terms and conditions that apply to this proposal are attached.

I will give you a call next week to discuss this. Otherwise, you can call me at 651-481-9787. If you know you want to proceed, sign one copy of this letter and return it to our office (fax: 651-415-2886). We look forward to the opportunity to work with you. -

Sincerely,



Carol A. Keyes, CRC  
President, CHESs

I, \_\_\_\_\_, as an authorized representative of the City of Bayport accept the proposal for safety services as outlined above:

- Option 1: \$6000, billed at \$500 a month for 12 months
- Option 2: \$3000, billed at \$250 a month for 12 months (32 hours)

\_\_\_\_\_  
Signature (authorized representative of City of Bayport)

\_\_\_\_\_  
Date



Certified Public Accountants and Consultants

November 26, 2007

To the Honorable Mayor and  
Members of the City Council  
City of Bayport, Minnesota  
294 North 3<sup>rd</sup> Street  
Bayport, MN 55003

RE: Audit Workpaper and Account Reconciliation Assistance

We are pleased to confirm our understanding of our engagement to provide audit workpaper preparation and account reconciliation assistance to the City of Bayport, Minnesota. We will provide services as detailed below in the order of priority selected by the City of Bayport, Minnesota:

We will prepare audit workpapers per the attached list and assist the finance officer in reconciling accounts for the following audit areas:

1. Property tax workpapers
2. Special assessment workpapers
3. Utility receivable subledger reconciled to general ledger
4. Prepare the deposit and investment footnote from City prepared investment activity spreadsheet.
5. Construction cost workpapers
6. Contracts payable workpapers
7. Other City selected workpapers as time permits within not-to-exceed quote.

You agree to:

- Process monthly transactions and journal entries expeditiously
- Reconcile the beginning balances per the general ledger to the December 31, 2006 audited financial statements
- Prepare and post entries reversing prior year accruals
- Prepare and post current year accruals
- Provide access to accounting records and information and assist in locating records
- Reconcile all accounts not included in this engagement letter (prior to workpaper preparation)
- Request from the County and provide to us:
  - Taxes – obtain required County information:

City of Bayport

RE: Audit Workpaper and Account Reconciliation Assistance

November 26, 2007

Page 2

1. County tax rate calculation for taxes payable in 2007.
  2. Year end taxes/r per county. County report for 2007 and the previous six years (payable 2001 – 2006).
  3. All tax increment district information contained on the "Certification to the City" for payable 2007.
- o Special Assessments:
1. Access to Washington County reports:
    - a) County report dated early 2007 (06/07 certification).
    - b) County report dated early 2008 (12/31/07 deferred balances).
    - c) County report with December 31, 2007 delinquent balances.
    - d) County reports on tax forfeit or special deferred properties, if available.
  2. Access to correspondence with the County regarding tax forfeit properties

Our fee for these services will be at our standard governmental hourly rates. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to this engagement as follows:

	Hours	Quoted Hourly Rates	Total
Officer	5	\$226	\$1,130
Staff	94	93	8,742
Support staff	2	68	136
Rounding	-	-	(8)
Total	<u>101</u>		<u>\$10,000</u>

We understand the City requests a not-to-exceed quote of \$10,000. As such, we will complete as much of the workpaper preparation as possible within this limit. We will inform the City Administrator of our progress upon reaching \$5,000 and again upon reaching \$7,500 of fees. The City Administrator will have the option of redirecting priorities at each of these levels. If the requested assistance cannot be completed within the budget maximum, we will turn over the workpapers to City staff for completion. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination.

City of Bayport  
RE: Audit Workpaper and Account Reconciliation Assistance  
November 26, 2007  
Page 3

All services will be under the direction of Peggy Moeller. Either party may terminate this agreement upon thirty days written notice.

We sincerely appreciate this opportunity to be of service to you. If the foregoing is in accordance with your understanding, please sign the copy of this letter in the space provided and return the signed letter to us.

Sincerely,

HLB TAUTGES REDPATH, LTD.



Peggy A. Moeller, CPA

PAM:clc

Enclosure

**Response**

This letter correctly sets forth the understanding of the City of Bayport, Minnesota.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF BAYPORT, MINNESOTA**  
**AUDIT WORKPAPER**  
**2007 AUDIT**

1. Taxes:
  - A. Copies of pay '07 property tax levy report .
  - B. Schedule and Percent Distribution of Levy to Funds .
  - C. Schedule of Tax Collection Distributions and receivable balances by Fund.
  - D. Copies of Remittances from County and Scheduled by Type.
  - E. Prepare entry to record due from County – taxes.
  - F. Prepare entry to reconcile receivable to County records (taxes/R and deferred revenue).
  - G. Prepare entry to allocate tax revenues to correct funds.
  - H. Prepare schedule of deferred tax levies.
  - I. Provide calculation for estimated uncollectible property taxes at year end.
  - J. Provide calculation for taxes not expected to be collected within one year of year end.
  
2. Special Assessments:
  - A. Current and Delinquent.
    1. Schedule of 2007 current and delinquent assessment activity including levy, current and delinquent collections and receivable balance at year end.
  - B. Deferred (do not include special deferred):
    1. Prepare a schedule that include the following:
      - A. Deferred balance January 1, 2007
      - B. Current principal levy
      - C. Less: prepayments
      - D. New rolls adopted
      - E. Adjustments including descriptions
      - F. Balance end of year
      - G. Principal due next year
    2. Schedule prepayments (Include date of collection)
  - C. Special Deferred (on separate workpaper from deferred):
  - D. New rolls workpaper
  - E. Schedule certified bills – 2007 activity.
  - F. Entries:
    1. Prepare entry to allocate assessment revenue to correct funds.
    2. Prepare entry to record due from County - assessments.
    3. Prepare entry to reconcile receivables to County records (Assessment/R and deferred revenue).
  - G. Provide calculation for estimated uncollectible special assessments at year end.
  - H. Provide calculation for assessment balances not expected to be collected within one year of year end.
  
3. Construction Costs:
  - A. Schedule Cumulative Activity by Project.
  - B. Provide Invoice Documentation.
  
4. Contracts Payable:
  - C. Listing with Copies of Invoices
  - D. Schedule of Committed Contracts